



**Job Description:** Health Science Academy's Alumni Coordinator, full time – **JULY 22, 2022 update**

The Health Science Academy (HSA) is a core program of the Arthur Ashe Institute for Urban Health (AAIUH). Founded in 1994, HSA is a collaboration between the Institute and SUNY Downstate Health Sciences University (SUNY DS) in Brooklyn, NY. HSA's health science pipeline program partners with public and parochial schools to offer academic health science enrichment afterschool programs to middle (during the school day at the schools) and high school students (afterschool at SUNY Downstate). **HSA serves over 300 students, grades 6-12, per academic year.** The main pipeline component, "the Academy," is HSA's 3-year (six semesters) program for high achieving high school students (sophomore-senior year) interested in health and science careers. Since 1994, HSA has served over 2,800 students in grades 6-12 and our alumni.

HSA has served over 1,000 Academy alumni since the first graduating cohort of 1997. Our programming goals for the next few years include engaging more of these alumni, especially those who are post-college or graduate school, to assess the long-term impact of the Academy. Other aims include engaging more alumni via social media and online surveys to determine their needs, measuring the impact of the COVID-19 pandemic on college enrollment and graduation for recent cohorts, and expanding our college/career prep workshops to better meet alumni needs.

**Website:** [www.ArthurAsheInstitute.org](http://www.ArthurAsheInstitute.org)

**Title:** Health Science Academy, Alumni Coordinator

**Classification:** Full-time. Work schedule will include working on some evenings, after 5:00pm, and on some Saturdays.

**Salary:** up to \$50,000 commensurate with experience and education

*\*You must be fully vaccinated as defined by SUNY DS – currently 2 Pfizer/Moderna or 1 Johnson & Johnson, at least one (1) week before your start date.*

*\*Work will be performed in AAIUH's offices on-site at SUNY DS in Brooklyn. Must reside in NYC by the start date.*

**Responsibilities include, but are not limited to:**

- **Planning** - Lead staff person for establishing and maintaining strong connections and relationships with all former Academy participants to assess alumni needs and strengthen the network. Create workplan and timeline to achieve these goals and conduct ongoing assessments of outreach strategies.
- **Research – 7/2022 – Note this is the most important set of responsibilities**
  - **Conduct periodic online surveys and other feedback mechanisms to maintain contact with alumni and track their progress post-high school.** Familiarity and use of online survey instruments (e.g., Qualtrics and Survey Monkey) is preferred.
  - **Maintain data and database of all Health Science Academy alumni, including tracking, monitoring, and updating of alumni contact information using the National Student Clearinghouse database. Knowledge of databases and advanced knowledge of Excel is required (e.g., creating pie charts)**
  - **Data analysis - experience conducting intermediary level data analysis (e.g., descriptive statistics) is required. Use of SPSS is a plus.**
- **Communication –**
  - Manage communication strategies related to alumni, including regularly updating the HSA Alumni section on the AAIUH website and other social media to post alumni news.
  - Writing, editing, and managing the process of generating relevant, timely content for the website, creating, and implementing appropriate social media strategies and working with AAIUH's Social Media consultant.

- **Event Planning –**
  - Plan, coordinate and direct all alumni events. Tasks include track RSVPs, send reminders via email and social media, arrange event and meeting supplies, implement post-event and meeting follow-up and evaluations.
- **Post-Secondary Success –**
  - College/Career Prep Workshops - Assist HSA staff in supporting current high school students and families in the college application process (e.g., lead workshops), and design and facilitate new alumni workshop series.

### **Qualifications & Skills:**

**BA/BS degree is required. Course work in the sciences (e.g., biology) and data analysis is required.** Course work in health sciences, STEM education grades 6-12 (e.g., afterschool curriculum youth development), or college prep is a plus.

- **Advanced skills in Microsoft Word, Excel, and Power Point, and preliminary skills with online surveys (e.g., Survey Monkey, Qualtrics) is required.**
- **Preliminary skills in SPSS is preferred.**
- **High attention to detail and the ability to organize resources, establishing priorities.**
- **Strong multi-tasking and time-management skills are a must.**
- Strong communication skills – written and verbal – to interact clearly and professionally.
- Basic research skills (e.g., literature review, internet research) analytical skills and attention to detail
- Experience working with youth in a STEM educational setting is a plus.
- Preference will be given to HSA alumni.

### **Benefits for full-time staff:**

- Time & leave: starts at 20 days – 10 holidays, 8 paid time off (PTO) in first year, and 2 floating holidays
- Medical, dental and vision plans
- Health and transit pre-tax accounts
- Education benefits, time off for approved programs depending on work schedule
- 403b retirement plan available after two years of employment
- Professional development opportunities.

**Reports to:** AAIUH's Associate Executive Director, Health Science Education.

**Send resume and cover letter:** [MValmont@ArthurAshInstitute.org](mailto:MValmont@ArthurAshInstitute.org)

You must include "**Applicant for HSA's Alumni Coordinator**" in your subject heading.

**Please note:** *Only candidates considered for an initial screening interview will be contacted. Candidates who advance beyond that stage will be required to submit a writing sample (e.g., using HSA data, write a 1-page summary with pie charts or bar charts) prior to the second interview.*

Some of the interviewing and onboarding processes may be conducted remotely.

**Anticipated start date:** Aug 2022