



Job Title: 4-H STEM Educator

Department/Office: WVSU Extension Service / 4-H Youth Development

Reports to: 4-H STEM Specialist

FLSA Status: Exempt

Job Summary

The 4-H STEM Educator operates within the West Virginia State University Extension Service (WVSUES) and provides highly interactive, informal educational experiences for K-12 youth using a variety of methods and in a variety of settings. This position will be responsible for assisting in the coordination and delivery of STEM (science, engineering, technology, and math) programming across the service region under the direction of the 4-H Program Leader and the 4-H STEM Specialist. The incumbent delivers programs both on campus and in locations primarily in underserved areas across southern West Virginia. This position is located at the Institute campus with regular travel expected. The West Virginia State University Research and Development Corporation employs this position.

Main Duties and Responsibilities

Programming

- Coordinate and deliver STEM programming to K-12 youth
- Assist in the creation of curriculum, lesson plans, and activities
- Assist in the planning and delivery of various programming modalities including progressive series, one-time events, workshops, and summer camps
- Identify and cultivate strong partnerships with area schools, community centers, youth organizations, non-profits, businesses, colleges and universities including West Virginia University, and other stakeholders to conduct and promote youth educational workshops and outreach activities
- Remain knowledgeable on STEM educational trends including technological advances involving AI, drones, robotics, and cybersecurity

Administration

- Maintain accurate and timely completion of all paperwork and reports
- Assist in the creation, dissemination, collection, and analysis of data, trends, and feedback via surveys, interviews, and other research/evaluation methods
- Assist 4-H STEM Specialist in seeking external funding opportunities, writing/co-managing grants, and managing budgets
- Create and deliver presentations that highlight WVSU 4-H STEM

- Assist in the creation of journal articles, impact statements, fact sheets, and similar publications

Leadership

- Attend and represent WVSU 4-H at state, regional, and national conferences
- Serve on appropriate local, state, regional, and national committees
- Attended professional development opportunities provided by WVSUES
- Promote WVSU 4-H at various local and statewide events
- Assist with the recruiting, training, and retaining of program employees, interns, and volunteers

Other

- Ability and willingness to travel throughout assigned service region
- Ability and willingness to travel across the state, region, and nation as needed
- Be an active community participant within assigned region
- Provide an inclusive and positive experience for all program participants
- Other duties may be assigned

Required Skills, Traits, and Competencies

- Leadership
- Teamwork
- Adaptability
- Strategic planning
- Research and analytical skills
- Software and database systems
- Dependability and a strong work ethic
- Strong written and oral communication skills
- Experience working with diverse populations
- Maturity and a professional attitude / positive customer service

Other Information

Supervisory Responsibilities

None

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. The employee is expected to work both inside and outside in a variety of temperature and weather conditions.

Position Type and Expected Hours of Work

Days and hours of work are Monday through Friday, 8:30a.m. to 5:00p.m. Summer schedule is Monday through Friday, 8:00a.m. to 4:00p.m. However, due to the nature of the job performed, flexible hours, including events, weekends and occasional overnights, may be required.

Work Location and Travel

This position is primarily located in Institute, West Virginia but routine travel can be expected within the service region. Travel may also include other service regions, statewide, and portions of the United States based on attendance requirements for training and/or reporting for grant purposes. Mileage reimbursement may be granted for personal vehicles. When available, a WVSU vehicle may also be used for travel.

Required Education and Experience

A bachelor's degree is required, master's degree preferred, in one of the following fields: education, biology, engineering, mathematics, environmental science, information technology, cybersecurity, social sciences, psychology, or related areas. A combination of experience in program delivery, educational workshops, curriculum creation, formal or informal teaching, and/or outreach in a youth setting is desired. Compensation depends on a combination of education and experience.

Additional Eligibility Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual must be experienced in communicating with youth, stakeholders and agency partners and be able to work independently, often offsite, with minimal supervision. The position requires adherence to standards and guidelines set for by WVSUES, the WVSU Research and Development Corporation, as well as federal guidelines pursuant to the various granting agencies. The individual must exhibit a willingness to work collaboratively and have the capacity for flexibility. The individual needs to be self-motivated, outgoing, and able to work in a team environment. Valid driver's license in good standing is required.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Authorization/Security Clearance

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.

Closing date: This position will remain open until filled. However, first consideration will be given to applicants who reply by February 28, 2025.

To Apply:

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to rdemployment@wvstateu.edu. Qualified candidates may submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

Hard copy applications may be sent to:

ATTN: Search Committee for 4-H STEM Educator
West Virginia State University Research and Development Corporation
PO Box 1000, 201 Byers Admin. Bldg.
Institute, WV 25112

AAP/EEO Statement

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West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey or email: ada@wvstateu.edu.

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state and local law, or arising under Title IX, should be directed to: Carolyn Stuart, EEO Officer, at (304) 204-4018.

Women, minorities, people with disabilities and veterans are encouraged to apply