

## Session 1B

### **Job description #1: The BROKER: Bridging Research, Outreach, K-20, Education, and Resources**

#### Necessary Skills

- Excellence in written and verbal communication
- Translating the language of “research” to the language of the public
- Networking skills
- Resourcefulness
- Ability to prioritize
- Creativity

#### Duties

- Depends on specific job but ... we all must multitask and be flexible (New task/project every day)
- Interface with multiple constituencies
- Advocate for center

#### Scope of Work

- See above but also
- Budget and personnel oversight
- Establishing partnerships

### **Job description #2:**

#### Objectives

- Establish and run K-12 outreach
  - Create activities: coordinate faculty interactions and recruit schools
  - Recruit students
  - Create Lesson Plans
  - Work with teachers
- Communicate Center activities to:
  - Public (website) and materials
  - Reports to NSF
- Promote fundraisig for E&O activities and for diversity
- Establish partnerships
  - Schools
  - Coordinate with partner institutions

#### Skills

- Understand how universities / schools work
- Communication with NSF, Schools, and the Public
- Student affairs
- Education: academic culture

### **Job description #3:**

**Job Title: Director of outreach, engagement, and advocacy (OEA)**

## Skills

- Science background and/or understanding
- Domain content
- Translator
- People skills – networked/communication; resourceful
- Creativity/ think out of box
- Distributor of materials

## Duties

- Bring in funding / collaborate with faculty, outside partners
- Educator
- Manage project as outlined in proposal

## Scope

- Handle outreach and partnerships and administration

## **Job description #4:**

### **Job Title: E&O Director / manager / coordinator**

100% commitment

## Skills and Duties

- Networking
- Evaluation and assessment
- Program logistics
- Recruitment
- Communication

## Duties

- Development and design of E&O programs
- Implementation

## Scope

- BIG / all encompassing

## **Job description #5:**

### **Job Title: E&O Director or E&O&D Outreach Facilitator / Coordinator**

## Background / skills

- Science and/or engineering background or comfort with science content
- Journalism or communications or education
- Degree level depends on organization
- Broad perspective

## Duties

- Build relationships with faculty and funding agencies
- Familiarity with K-12 and community information, science institutions – build relationships

- Maintain positive relationships
- Identify areas/faculty most likely to be interested in outreach activities or content most appropriate
- Writing or editing proposals
- Outreach

Scope of work

- Facilitate faculty involvement with visiting K12 students
- Leverage existing activities / partners