



**University of Maryland Biotechnology Institute
Office of Education & Outreach
Baltimore, Maryland**

VACANCY ANNOUNCEMENT

- Title:** Education & Outreach Coordinator
- Category:** Exempt, Regular
- Qualifications:** *Required:* BS in science or education with science emphasis with 1 - 2 years experience. K – 16 Education experience (formal or informal); Knowledge of basic biotechnology concepts. Knowledge of Maryland's Voluntary State Curriculum Standards; Knowledge of Microsoft Office programs including Outlook, Excel, Word and PowerPoint. *Preferred:* Master's degree (education). Formal k – 12 classroom teaching experience. Biotechnology lab experience. Project management experience. Website maintenance experience.
- Responsibilities:** The position will assist the Director in planning, implementing and marketing new and existing Education and Outreach Programs while also delivering and developing quality programs and curriculum to students and teachers. Duties include but are not limited to: Research, develop and write new curriculum and activities for all education and outreach programs (both student and adult centered). Teach (on-site, offsite, students and teachers.) Assist in marketing programs to potential clients (including educators, principals, science supervisors) through a variety of mediums, including fliers, phone calls, emails, in person visits, staffing informational tables at functions, etc. Assist Director of E &O in the planning and implementation of new and extant programs including, but not limited to, loaner lab, on-site, professional development for educators (e.g. teachers, guidance counselors) reverse field trips, summer workshops for students, career presentations. Maintain active web site to serve as resource for teachers and students. Maintaining database with teacher and school contact information and number of students served Other duties as assigned
- Salary:** Commensurate with experience.
- Position Available:** Upon completion of search.
- Applications:** Candidates should submit a letter of application (referencing **position #300563**), resume, and the names and phone numbers of at least three references by email to jobs@umbi.umd.edu
- Closing Date:** Application review will begin on **June 4, 2008** and will continue until a suitable candidate is selected.

Visit our website at www.umbi.umd.edu

UMBI is committed to affirmative action and equal opportunity employment. As required by the 1986 Immigration Act, applicants should be prepared to present acceptable documentation showing their identities, their U.S citizenship or alien status, and their authorization to work in the United States.