



**EMPLOYER:** CSU STEM AmeriCorps\*VISTA

**DIVISION:** BUILD PODER

**TITLE:** BUILD PODER Database Coordinator

**DESCRIPTION:** The CSU STEM VISTA program is a one-year leadership development program for early-career and emerging professionals. VISTA members apply their skills, knowledge and talents to improve STEM (science, technology, engineering and mathematics) education during their year of service. If you are a recent college graduate or have career goals in STEM or education, the CSU STEM VISTA program provides a meaningful and rewarding experience. As the BUILD PODER Database Coordinator at CSU Northridge's BUILD PODER, you will create a database system for tracking program students and alumni to demonstrate program effectiveness. You will collect, organize and analyze the data. You will create monthly progress briefs and create an archive of resources for students. In addition, you will assist in developing activities to engage current BUILD PODER students to foster rapport and trust.

To learn more about the program, visit <https://www.calstate.edu/impact-of-the-csu/community/stem-vista/> or check out our instagram account @csustemvista.

**BENEFITS:**



- Biweekly living allowance of \$925.12
- Relocation allowance (if relocating 50+ miles)
- Limited health coverage
- Professional and personal development
- Paid personal and sick days
- Childcare assistance (if eligible)
- Loan deferment/forbearance (if eligible)
- Upon completion of service, choice of:
  - \$6,495 education award or
  - \$1800 end-of-service stipend check

**APPLICANT QUALIFICATIONS:**

- A bachelor's degree in any field (STEM degree not required)
- Experience working with young people or college students
- A track record of managing shifting priorities and handling numerous time-sensitive projects with multiple deadlines
- Ability to manage complex relationships and work well with diverse communities, management styles and personalities
- Progressive experience in problem-solving and project management
- Demonstrated ability and commitment to continuous learning
- Outstanding oral and written communication skills
- Passion for education, equity, diversity and inclusivity
- High levels of determination and perseverance
- Skills in program planning
- Experience with database creation, management and analysis
- Hold one of the following citizenship or legal residency statuses: US citizen, US National, Lawful Permanent Resident (i.e. Green Card status), and persons legally residing within a state (e.g., DACA, asylee, etc.).

**HOW TO APPLY:**

For application instruction, visit <https://www.calstate.edu/impact-of-the-csu/community/stem-vista/Pages/stem-vista-apply.aspx>

If you have any questions about the program, please contact [vista@calstate.edu](mailto:vista@calstate.edu).

**LOCATION:** CSU Northridge; Northridge, California

**POSITION TYPE:** Career/Full-time/Volunteer

**JOB FUNCTION:** Nonprofit, Social Services, Education, Government

**DESIRED CLASS LEVEL(S):** Senior, graduate, alumni

**EXPERIENCE:** Any, 0-1 year(s), 1-3 years

**WORK HOURS:** 40 hours a week