

## Job Title: **Robofest Coordinator**

Robofest ([www.robofest.net](http://www.robofest.net)) is an annual robotics festival and competition designed to promote and support STEM (Science, Engineering, Technology and Math) and Computer Science education through autonomous robotics for K-16 students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The coordinator will coordinate (plan, schedule, develop, organize, manage, oversee, promote, and/or administrate) Robofest programs such as competitions, events, demos, workshops, committees, meetings, presentations, outreach events, recruitment events, conferences, and summer camps, concurrently. Additional duties include purchasing, marketing, recruiting/training volunteers, fundraising, and assisting with grant proposals. The coordinator will closely work with Robofest Site Hosts, national partners, school teachers, coaches, team mentors, students, parents, school administrators, Robofest part-time staff, student assistants, volunteers, workshop instructors, and sponsors. Other duties may be assigned. The coordinator will report to the Director of Robofest.

### **QUALIFICATION REQUIREMENTS:**

The successful candidate must have strong leadership, organization, project management, and communication skills including public speaking, writing, and presenting.

Required advanced level computer application skills include MS Word, especially Mail Merge, Excel, Power Point, photo editing, video editing, web design (using CMS), Google Drive/Docs, Skype, and social networking systems including Facebook.

Also required is the basic knowledge and experience of Adobe Acrobat Pro, Webinar tools, web meeting tools, and screencasting & video content management software such as Panopto.

The ability to learn and adapt new technologies quickly is also a must. Robotics and computer programming knowledge is not required, but recommended.

Some Saturday work hours especially in April and May are required.

### **EDUCATION and/or EXPERIENCE:**

At least a Bachelor's degree, preferably in STEM area, Education, or Management is required.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret STEM related articles, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write newsletters, survey questions, competition rules, rubrics, reports, letters of recommendations, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry, and statistics.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

**Send a cover letter, resume (in MS Word) and official or scanned unofficial college transcript to Dr. CJ Chung, at [cchung@LTU.edu](mailto:cchung@LTU.edu)**