



## **Program Associate, Mission and Impact**

### Illinois Mathematics and Science Academy

**Contact Name:** Steve Zant

**Contact E-mail:** zant@imsa.edu

**Contact Phone:** 630.907.5909

**Closing Date:**

**Salary:** Beginning salary no less than \$53,467

#### **Description:**

The Mission and Impact Associate provides general support for IMSA's Mission and Impact efforts and direct support for student outreach and enrichment programs.

The internationally recognized Illinois Mathematics and Science Academy® (IMSA) develops creative, ethical leaders in science, technology, engineering, and mathematics. As a teaching and learning laboratory created by the State of Illinois, IMSA enrolls academically talented Illinois students (grades 10-12) in its advanced, residential college preparatory program. It also serves thousands of educators and students in Illinois and beyond through innovative instructional programs that foster imagination and inquiry ([www.imsa.edu](http://www.imsa.edu)).

The Illinois Mathematics and Science Academy (IMSA) is committed to an equitable, diverse and inclusive teaching and learning environment. Through a model of Equity and Excellence, IMSA has committed to advancing equity in STEM education and representation and creating a diverse, inclusive community of global citizens who can realize their full potential, and execute our mission to advance the human condition.

This Equity and Excellence work is the intentional integration of Cultural Competence, Diversity, Equity, Equity-Minded Frame, Excellence and Inclusion into every facet of the Academy, with the understanding that it is an active and ongoing process involving structures, processes and people and not an isolated initiative.

This position will support IMSA's Diversity work by ensuring the delivery of quality, equitable, and inclusive constituent-centered support while promoting and maintaining an inclusive work environment and culture that embraces the diversity of people and perspectives collaborating at IMSA to ignite and nurture creative, ethical, scientific minds that advance the human condition.

#### **RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Assist in the coordination of all logistical support for in-person and virtual events for all Mission and Impact programs

Oversee and maintain resource acquisition and allocation

Act as point person for all Mission and Impact program customer service needs and resolution  
Support program registration, schedules, rosters, and digital mailing campaigns  
Oversee and maintain warehouse storage, organization, and inventory  
Design and produce complex documents, reports, and presentations  
Manage/assist with department projects  
Supervise and engage with program participants during less structured times  
Research and procure materials and create purchase orders  
Arrange team travel and process expense reimbursements  
Other duties as assigned

## QUALIFICATIONS

The required skills and experience for this position include, but are not necessarily limited to:

A Bachelor's Degree and a minimum of three years relevant experience or an equivalent combination of education and experience

Ability to prioritize multiple tasks and exercise independent judgment in repeated and routine responsibilities and accomplish assignments in a timely manner

Desire to contribute to the work of dynamic teams and pitch-in to take on discrete tasks when required;

Strong interpersonal and active listening skills with a collaborative working style;

Well-developed organizational skills, with an eye toward details, and proven ability to manage tasks and relationships

Ability to work both in a team setting and independently, organize and coordinate multiple tasks, set priorities, follow organizational procedures, and perform quickly and accurately under deadlines

Demonstrated commitment to principles of equity and inclusion, including contributing to an inclusive working and learning environment; and

Strong skill set with computers and ability to learn new systems

Possession of valid Illinois driver's license

## PREFERRED QUALIFICATIONS

Bilingual, Spanish

Experience in a school environment or with STEM programs

Experience in a State agency or non-profit organization

## COMPENSATION:

This position is a full-time, exempt, 12-month, employment-at-will position. Beginning salary no less than \$53,467. As part of the State University Retirement System, the Illinois Mathematics and Science Academy offers an excellent comprehensive benefits package including health and retirement benefits. The State Universities Retirement System (SURS) is reciprocal with other Illinois public retirement systems such as the Teachers' Retirement System of Illinois (TRS) and the Illinois Municipal Retirement Fund (IMRF).

The Illinois Mathematics and Science Academy provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, ancestry, citizenship status, pregnancy, disability, genetic information, marital status, political affiliation, amnesty, arrest record, military status, unfavorable discharge from the military or status as a covered veteran in accordance with applicable

federal, state and local laws.