

**Fairfield County Educational Service Center  
Job Description**

**Title:** STEM Career Navigator

**Qualifications:**

- Bachelor's degree in social work, education, counseling, Career Development or a related field; Master's Degree Preferred
- 3 Years' Experience working in academic advising, career counseling or a related field
- Experience in working with rural populations and familiarity with supporting underserved populations
- Knowledge of Advanced Manufacturing and STEM careers
- Strong leadership, assessment, interpersonal, and communication skills
- Required criminal background check
- Meets USCIS I-9 Employment Eligibility Verification
- Valid Ohio Driver's License

**Reports To:** Superintendent/Designee

**Job Goal:** The STEM Career Navigator will play a pivotal role in the ONRAMP program, designed to guide and support underserved high school students in the Southeastern Appalachian region of Ohio as they pursue post-secondary educational pathways leading to careers in Advanced Manufacturing and related STEM fields. This position is critical for reducing spatial inequality barriers and assisting rural students in finding, enrolling in, and completing STEM-related programs.

**Performance Responsibilities:**

**1. Student Support & Career Advising:**

1. Provide personalized career and academic advising to students in identified high schools with a focus on Advanced Manufacturing and STEM pathways.
2. Utilize the YouScience assessment tool to identify students' aptitudes and interests in STEM careers, then provide information about related educational and career paths.
3. Maintain a case management approach, offering continuous support and check-ins with identified students throughout their high school journey and transition to higher education.

**2. Experiential Learning Coordination:**

1. Collaborate with the ASCENT Ecosystem and local industry partners to create and facilitate experiential learning opportunities, including internships, job shadowing, and industry tours.
2. Organize and coordinate college and career fairs, industry workshops, and other events that expose students to STEM fields and career opportunities.

**3. Outreach & Family Engagement:**

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1. Develop and implement outreach strategies to increase awareness of the ASCENT-related programs among students and their caregivers.
  2. Plan and conduct engagement activities with caregivers to support rural students in their post-secondary decision-making process.
  3. Serve as a liaison between the students' families, local schools, and post-secondary institutions to ensure a cohesive support system.
- 4. Partnership Development:**
1. Build and maintain strong relationships with local schools, two- and four-year colleges, industry partners, and other stakeholders within the ASCENT Ecosystem.
  2. Leverage these partnerships to enhance student support services and create pathways for student success in Advanced Manufacturing and STEM careers.
- 5. Program Evaluation & Reporting:**
1. Document and report on all activities, including student engagement, career counseling sessions, and experiential learning opportunities.
  2. Participate in the program's evaluation process by providing feedback on the effectiveness of support structures and identifying areas for improvement.
  3. Gather and report measurable as identified by the ESC and ASCENT
  4. Attend periodic update meetings with ASCENT and related partners
6. Perform any other related duties as assigned by the Superintendent and/or Designee.

**Required Knowledge, Skills, Attitudes, and Other Responsibilities**

1. Ability to work collaboratively with diverse stakeholders.
2. Strong oral and written communication skills.
3. Excellent organizational and problem-solving abilities.
4. Ability to independently generate and manage correspondence and reports.
5. Maintain confidentiality and discretion in all professional matters.

**Additional Working Conditions**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of vehicle under inclement weather conditions
3. Occasional alternative/flexible hours/days.
4. Frequent travel throughout Southeastern Ohio
5. Occasional interruption of duties by staff and/or telephone.
6. Occasional interaction with aggressive, disruptive, and unruly children, and may have to assist with behavior modification.
7. Supplemental contracts or compensation may be awarded by the district for additional duties and responsibilities, at their discretion.

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**Note: The above lists are not ranked in order of importance.**

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent supervisor, appointing authority.

Board Approved: Pending 9/2024

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