

Program Coordinator, Family & Community Engaged
STEAMM and Office Manager
University of Illinois, Urbana-Champaign

Direct Link: <https://www.AcademicKeys.com/r?job=236532>

Downloaded On: Jun. 26, 2024 2:44am

Posted May 24, 2024, set to expire Sep. 24, 2024

Job Title	Program Coordinator, Family & Community Engaged STEAMM and Office Manager
Department	Engineering Administration https://idea.illinois.edu/
Institution	University of Illinois, Urbana-Champaign Urbana, Illinois
Date Posted	May 24, 2024
Application Deadline	Jun. 17, 2024
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Engineering - Other
Job Website	https://jobs.illinois.edu/
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**Program Coordinator, Family & Community Engaged STEAMM
& Office Manager**

[Institute for Inclusion, Diversity, Equity, and Access](#)

The Grainger College of Engineering

University of Illinois Urbana-Champaign



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The Institute for Inclusion, Diversity, Equity, and Access with The Grainger College of Engineering at the University of Illinois Urbana-Champaign is seeking applicants for two positions: the position of Program Coordinator, Family & Community Engaged STEAMM and Office Manager.

The Program Coordinator, Family & Community Engaged STEAMM will work across campus units to connect and coordinate family and community engagement initiatives for the Center for Family & Community Engagement. They will collaborate with campus and community partners to match community needs to campus supports, research initiatives, and services that motivate and support pre-college students, their families, and community organizations in the pursuit of interests and future careers in science, technology, engineering, art, mathematics, and medicine.

The Office Manager will provide general administrative support to the Institute for Inclusion, Diversity, Equity, and Access (IDEA) with significant effort dedicated to supporting the Illinois Center for Family- and Community-Engaged Science, Technology, Engineering, Arts, Math, and Medicine (FACES).

Please visit <http://jobs.illinois.edu> to view the complete position announcements and application instructions. Applications for the Program Coordinator position must be received by 6:00 pm (CST) on **June 17, 2024**. Applications for the Office Manager position must be received by 6:00 pm (CST) on **June 11, 2024**.

EEO/AA Policy

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through [E-Verify](#).

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation



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under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Requests may be submitted through the reasonable accommodations [portal](#), or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing accessibility@illinois.edu.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Jill McKenna
Engineering Administration
University of Illinois, Urbana-Champaign
1308 W. Green Street
Urbana, IL 61801

Phone Number 2173332137
Contact E-mail glawe1@illinois.edu