

The Icahn School of Medicine Department of Cell Developmental and Regenerative Biology and the Black Family Stem Cell Institute is looking for an energetic person to coordinate and teach an international science education program, called Project BioEYES, to 2nd-12<sup>th</sup> grade teachers and classes in the NYC area. These experiments will use live zebrafish to engage local student scientists. The Education Coordinator will need strong communication and organizational skills, proficiency in computer skills and experience with database software, must be reliable and responsible and must have excellent networking and interpersonal skills. This position requires a car or access to transportation. Some travel outside of NYC will be required for training, annual team meetings, and educational workshops with the greater BioEYES team. BA/BS in science and/or education preferred. Teacher certification a plus. This individual will be a member of the Marlow Lab and broader BioEYES team.

The primary responsibilities include:

- Coteach in NYC classroom 3x per week
- Facilitate teacher training workshops that meet the NYC professional
- Coordinate with teachers to schedule BioEYES classroom visits and main preliminary information (evaluation and approval forms)
- Order equipment and supplies necessary for program and office operations
- Oversee outreach fish tanks and breeding regimen in fish facility
- Oversee student and teacher evaluation process
- Collect student and teacher evaluation data
- Collaborate with all BioEYES sites and other outreach educators
- Develop metrics for success
- Provide reports and program updates to upper management
- Write grant proposals and annual reports
- Outreach and program recruitment activities
- Summer programming

To learn more about Project BioEYES please visit [www.bioeyes.org](http://www.bioeyes.org)

To apply, candidates should send their cover letter and resume as a single attachment to Dr. Florence Marlow at [florence.marlow@mssm.edu](mailto:florence.marlow@mssm.edu).