

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPSPL2P02N
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POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Organizational Development
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division
5. Working Title (What the agency calls the position) STEM Outreach Program Coordinator	11. Section Workforce Programs and Recruitment Section
6. Name and Position Code Description of Direct Supervisor BENSINGER, LAURA A; DEPARTMENTAL MANAGER-3	12. Unit Workforce Programs Unit
7. Name and Position Code Description of Second Level Supervisor FULTS, JAMES R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 West Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

Position serves as the statewide program coordinator and the expert for the Science, Technology, Engineering, and Mathematics (STEM) Outreach Program including maintaining, managing, coordinating, monitoring, and evaluating the success of the program. This position also coordinates and delivers training related to the STEM Outreach Program, coordinates and manages the Michigan Department of Transportation (MDOT) Bridge Challenge, and develops and maintains all marketing and administrative materials and efforts related to STEM Outreach programming.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Serves as the statewide program coordinator and expert for the STEM Outreach Program.

Individual tasks related to the duty:

- Maintains and manages the department's statewide STEM Outreach Program.
- Researches market standards, gathers participant feedback, and creates and monitors metrics to make recommendations for updates to the STEM Outreach program.
- Revises, develops, and implements procedures for the program.
- Serves as the department expert for STEM Outreach.
- Represents the department at meetings on a state and national level.
- Revises or develops and coordinates training and updates for program staff and volunteers.
- Recommends, administers funds, and monitors payments of the program budget.
- Works with the Office of Organizational Development (OOD) management to negotiate and manage contracts with the American Association of State and Highway Transportation Officials (AASHTO), vendor procurement, added services, etc.
- Researches best practices and opportunities for advancement in programming (e.g., identifying new opportunities, building a more robust program in alignment with market trends, educational requirements, projected outcomes in the industry, etc.).
- Monitors and evaluates the effectiveness of the program through defined metrics.
- Coordinates with regions, bureaus, and industry on event support and distribution of marketing materials.
- Oversees program storage, inventory, and module distribution.
- Works with OOD technician to order and maintain supply inventory.
- Coordinates with State of Michigan agencies on applicable collaborative efforts related to STEM Outreach and career and technical education initiatives.

Duty 2

General Summary:

Percentage: 40

Coordinates and manages the MDOT Bridge Challenge.

Individual tasks related to the duty:

- Provides oversight of the event venue contract, including dates, location, lodging, food, meeting space, and programming, which is to be drawn up and monitored by the OOD event planner.
- Develops Michigan Bridge Challenge guidelines for competition using AASHTO Bridge Challenge guidelines as a reference.
- Solicits educators and students to participate in the MDOT Bridge Challenge, manages all applications, and provides all material and support to all applicants.
- Assists in securing event sponsorship.
- Coordinates approximately 100 volunteers from MDOT, consultants, and contractor staff.
- Provides and maintains all forms, scoring methods and documentation, feedback surveys, information documents, and marketing/communication items.
- Creates event schedules for all teams and volunteers.
- Coordinates all student transportation and lodging to event venue.
- Secures, packs, and distributes (or oversees) all event material including bridge kits, shirts, prizes, and information.
- Packs and transports all materials necessary to support event.
- Provides all programming at the event including, but not limited to, creating the agenda, coordinating the full event, and ensuring the event runs smoothly.

Duty 3

General Summary:

Percentage: 10

Coordinates and delivers training related to the STEM Outreach Program.

Individual tasks related to the duty:

- Ensures educators receive training to equip them in teaching concepts and curriculums provided through STEM Outreach programming.

- Coordinates with the Michigan Department of Education to ensure adherence to policies and procedures, allowing MDOT to provide programming and offer continuous education credit opportunities (SCECHs).
- Coordinates with internal and external industry staff and communities to support career and technical education related to STEM Outreach programming.
- Coordinates or provides training to educators on the use of supported software including, but not limited to, MicroStation PowerDraft v8i, Model Smart, Veneer Software and sensors, or other computer aided design (CAD) software.
- Coordinates with AASHTO to schedule national training annually, using contractual agreements.
- Serves as the statewide expert in the Transportation and Civil Engineering Program (TRAC) modules (including Motion, Magnetic Levitation, Traffic Safety, Bridge Builder, Environmental, Design and Construction, and Traffic Technology) and train interested parties on their content and adherence to state education requirements and goals.
- Assembles and provides materials for training sessions including agendas, module displays, sign-in sheets, group meal requests, marketing information, and other applicable items.
- Secures location and scheduling of training events and attends all trainings.

Duty 4

General Summary:

Percentage: 10

Develops and maintains all marketing and administrative materials and efforts related to STEM Outreach programming.

Individual tasks related to the duty:

- Creates and presents program presentations and provides supporting materials at events and in educational settings.
- Attends applicable supporting events such as conferences, meetings, fairs, and educator assemblies.
- Monitors and addresses all incoming requests and inquiries in the MDOT-TRAC-Program email inbox.
- Directs industry related requests to appropriate department liaisons.
- Supports related department initiatives.
- Acts as the backup to the Transportation Career Pathways Coordinator.
- Tracks and monitors program participation for analysis and projection of future efforts.
- Works with other program coordinators to ensure alignment of processes and program outcomes.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Program adaptations as allowable within the AASHTO STEM Outreach Solutions agreement and program parameters within MDOT. Budgetary spending under \$5000 related to the program.

17. Describe the types of decisions that require the supervisor's review.

Politically sensitive issues, conflicting departmental policy and/or priorities, issues with significant legal and/or budgetary impact, any major changes in program goals and objectives, and budgetary spending over \$5000.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Ability to frequently travel to various locations statewide with possible overnight stays. Regular use of a computer. Remaining in a stationary position for prolonged periods of time at a desk or workstation. Transporting materials and equipment, which may involve moving heavier items. During events, frequent movement throughout the event is required as well as performing setup and take down activities. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |

N Orally reprimand.

N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to support and sustain the department's Workforce Succession Planning System (WSPS) to ensure a sustainable workforce and workforce systems that meet the organizational needs. This position functions as the STEM Outreach Coordinator under the Workforce Programs Unit.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Communicate effectively with others.
- Research, interpret, and report information.
- Effectively and efficiently maintain records.
- Maintain sensitive and confidential information.
- Establish and maintain excellent working relationships within the department and others.
- Abstract, prepare, and present significant facts from information.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

KELSEA COLE

Appointing Authority

10/17/2025

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date