



JOB TITLE: DIRECTOR – MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA) PROGRAM

Classification: Classified Administrator
Salary Range: 6

Retirement Type:
Board Approved:

PERS*
October 16, 2006

BASIC FUNCTION:

Under the direction of the Deans of Mathematical and Natural Sciences, is responsible for planning, organizing and implementing services for the science, engineering and mathematics students including the MESA Program. The Director will recruit, train and supervise workshop facilitators; coordinate academic excellence workshops with faculty and act as a liaison for the College with other universities and business and industry.

REPRESENTATIVE DUTIES:

Plan, organize, develop and implement the MESA program.

Evaluate student needs, external requirements and regulations, and current trends to develop program modifications and improvements.

Meet regularly with the responsible administrator, faculty and statewide community college director to plan implementation of the MESA program at the College and report on progress of the program.

Prepare and manage budgets; monitor and approve expenditures; prepare grant and program fund applications and ensure compliance with requirements; may prepare and manage contracts for services within the program area.

Direct and participate in the provision of services at all college sites to math and science students including academic and educational workshops, speakers, academic advising, scholarships and fellowships, campus visits, planned activities, and retention strategies.

Conduct outreach and recruitment efforts for MESA students and facilitators.

Review all applications for admissions to the MESA Program and conduct orientations for program candidates.

Maintain longitudinal files on each MESA student tracking student's progress before and after transfer.

Work with faculty and other campus areas to identify needs, coordinate services to students and improve program utilization.

Create and maintain a campus and industry advisory board.

Participate in the MESA Regional Alliance and District committees.

Supervise program personnel.

Perform other duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Must have a bachelor's degree preferably in mathematics or a science field; one year experience delivering to students academic services aimed at improving student success for students majoring in a mathematics-based field; and three years work experience in education, industry or other profession involving work with postsecondary students in mathematics-based fields.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes and regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and appropriate software.

Organizational, operational, and structural functions of postsecondary institutions.

Abilities/Skills:

Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, and cultural, and ethnic backgrounds.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

WORKING CONDITIONS:

Will be required to drive to offsite locations periodically.

Move from one work area to another.

Hand wrist, finger dexterity to operate various office machines.

Multicultural, diverse work environment.

Lift up to 25 pounds.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.