

## PERALTA COMMUNITY COLLEGE DISTRICT - May 2023

### CLASSIFIED MANAGEMENT JOB DESCRIPTION

#### **DIRECTOR OF MESA Program (Management Salary Range 1) Job Code: 1076**

#### **CLASS PURPOSE**

Under the general direction of the College President, the MESA Program Director is responsible for day-to-day management of the MESA Community College Program/MCCP. This position reports directly to the dean of mathematics, science and career education. With programmatic guidance from the Chancellor's Office State Project Monitor, the MESA Program Director maintains communications between the MESA Program, dean(s) of Student Services, mathematics, science and career education dean and faculty, MESA participants, student organizations, related professional societies and campus administrators; coordinates planning with student services which include admission, financial aid, scholarships, summer programs and jobs, and academic, career and student advising.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Meet regularly with the dean of mathematics, science and career education to plan implementation of the MESA program at the community college campus.
- Meet regularly with the faculty coordinator to report on progress of program and to consult on plans for further implementation and improvements.
- Consult with faculty, tutors, and administrators of support services to assist in improved delivery of services to students.
- Maintain contact with MESA participants through personal discussions, regular meetings, and other activities.
- Collaborate with appropriate administrators, faculty members and classified professionals to promote an understanding of MESA services, and to build a program of academic rigor.
- Collect and compile data and prepare status reports as required by the California Community Colleges Chancellor's Office (CCCCO) and participate in campus activities that lead to the collection and submission of MESA participant data for the CCCCCO Management Information System.
- Prepare mid-year and annual programmatic and financial reports of MESA generated funds.
- Maintain a file on each MESA participant with information on students', enrollment, academic performance, participation, and current status.

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- Conduct ongoing assessment of the campus MESA program to support a continuous cycle of improvement.
- Process budget items, monitor expenses and work with the Dean and Faculty Sponsor in planning.
- Review all student applications for admission to MESA and make recommendations, as appropriate.
- Responsible for the recruitment, hiring and training of facilitators and tutors.
- Develop plans for implementation of program in cooperation with faculty, administrators, and the Chancellor's Office State Project Monitor.
- Work with the campus Learning Resource Center to develop tutoring and study program for MESA which includes the recruitment and training of tutors (peer, volunteer, and community college sources), and which incorporates a mix of individual small and large group study activities.
- Plan, schedule and coordinate career advising and job orientations for MESA participants.
- Plan, schedule, and coordinate activities related to educational planning, student success and retention.
- Maintain contacts and encourage the formation of a pipeline and pathway for students between MESA and four-year colleges and universities.
- Work with the local campus staff and/or regional MESA colleagues in order to research and prepare grant proposals for collaborative submissions.
- Maintain regular contact with the Chancellor's Office State Project Monitor, complete reports, evaluations, and any other request by due date. Attend orientation, trainings, and meetings for MESA Program Directors.

## **MINIMUM QUALIFICATIONS**

1. At least a bachelor's degree from an accredited college or university, preferably in mathematics-based field (one requiring calculus, or equivalent).
2. Ability to work in a multicultural environment with African-American, Native American, Mexican-American and other Latino American undergraduate students pursuing degrees in engineering, computer science, mathematics, science, or technical fields.
3. Experience for one year or more in delivering to students' academic services aimed at improving academic, study, test taking, and other skills where the students are majoring in mathematics-based fields.
4. Successful work experience for a minimum of three years in education, industry or other profession involving work with postsecondary students in mathematics- based fields.
5. Experience in directing activities requiring management and leadership skills.
6. Experience with public and/or private postsecondary institutions.
7. Familiarity with organizational, operational, and structural functions of postsecondary institutions.
8. Ability to work independently, assume responsibility, and take initiative in carrying out assignments.

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9. Strong writing and communication skills.
10. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Possession of a Master's degree from an accredited college or university.

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: