

**San Jose/Evergreen Community College District  
Classified Management Job Description**

**Position:** MESA (Math, Engineering, Science Achievement)  
Program Director

**Department:** Academic Affairs

**College:** San Jose City College

**Date:** May 11, 2022

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**POSITION PURPOSE**

Under the general direction of Division Dean, Math & Science or assigned administrator, the MESA Program Director helps underserved and underrepresented students majoring in STEM (Science, Technology, Engineering and Mathematics) fields who seek to transfer to a four-year institution. The position coordinates and implements the MESA program with existing support programs and develops partnerships with four-year colleges and universities. The MESA Program Director provides a vision and implements plans for student development, leadership, and curricular excellence; creates a coordinated program of activities and events to meet the needs of the current and future diverse student population. This position is a partially grant funded position.

**NATURE and SCOPE**

The MESA Project Director is responsible for strategic planning and daily management of the MESA program, including planning, developing, implementing and coordinating program objectives in the compliance with Title III and internal policies and procedures, overseeing grant activities following defined action plan, tracking funds, and submitting periodic reports to the California Community College Chancellors Office (CCCCO). The MESA Program Director performs a variety of professional, administrative, and programmatic work in support of assigned programs including serving as a liaison to district staff, community partners, and outside agencies.

**KEY DUTIES and RESPONSIBILITIES**

1. Plan, develop, and implement MESA program goals, objectives, policies and priorities, oversee the daily operations of the MESA center and ensure a student-centered and inclusive environment.
2. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend and administer program policies, procedures and services; recommend appropriate service and staffing.
3. Direct and ensure the reporting, updating, and maintenance of student records, files, and reports regarding academic progress, contractual agreements, and program requirements.
4. Consult with faculty, staff, and administrators to assist in improved delivery of services to students, promote an understanding of MESA services, and to build a program of academic rigor.
5. Develop, schedule, and coordinate student orientation, tutoring, and study programs, including Academic Excellence Workshops, career advising, and leadership training; recruit and schedule guest speakers.
6. Establish, maintain, and promote a MESA student club or similar organization to create connections with groups that serve underrepresented students in math, engineering, and science.

7. Coordinate with counselors and Division of Math & Science faculty to cluster students into the same mathematics, engineering, and science classes as well as labs, workshops, and discussion groups.
8. Recruit students from campus and high schools, especially planning recruitment events at low-performing high schools; track success of outreach efforts and provide strategic planning for growth and improvement of outreach.
9. Establish and maintain communication with four-year institutions to encourage the formation of a pipeline and pathway for student transfer; develop, schedule, and coordinate informational sessions and workshops related to the transfer process and continued academic success.
10. Establish a local business and industry council that includes small and large business industry leaders and potentially local/state representatives in the college service area; work with local businesses and industry to provide opportunities such as internships, job shadowing, field trips, and exposure to the industry environment
11. Create a campus-wide council that includes the faculty sponsors, students, and representatives from relevant departments/programs that can contribute to the success of MESA students; solicit feedback and plan for future semesters or renewal process.
12. Oversee and participate in the development and administration of the program budgets; ensure program expenditures and cost estimates are adequately documented and monitored throughout the program area; review and approve program expenditures; and implement adjustments.
13. Prepare and present program outcome reports to college leadership and constituency groups, community stakeholders, and California Community College Chancellor's Office (CCCCO).
14. Supervise and evaluate the performance of staff assigned to the grant; interview and participates in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.
15. Maintain up-to-date knowledge of trends in the MESA program and represent the college to attend annual statewide meetings and other staff development activities related to the MESA program.
16. Performs other duties and responsibilities as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Community demographics including the needs of economically and educationally disadvantaged students, age appropriate career development, and community resources.
2. Culturally responsive, research-based pedagogical and student services strategies to enhance student learning and improve student retention.
3. Performance indicators for measuring individual and project success.
4. Organization and management practices as applied to the development, design, and evaluation of programs.
5. Budget administration and control.
6. Principles of functional leadership, training, and performance evaluation.

7. Culturally responsive interpersonal and communication skills for organizational effectiveness and team building.
8. Formal presentation skills to diverse audiences.
9. Preparation of professional reports and correspondence.
10. Principles of student recruitment, retention, and orientation programs.
11. Recordkeeping techniques.

**Skills and Abilities to:**

1. Plan, organize, direct, and coordinate the work of assigned staff.
2. Develop and implement grant objectives.
3. Prepare comprehensive summaries, reports, and detailed program evaluations.
4. Plan and organize work to meet schedules and timelines.
5. Analyze situations accurately and adopt an effective course of action.
6. Communicate effectively both verbally and in writing.
7. Work effectively with diverse students, faculty, staff, administrators and community groups.
8. Conduct and facilitate meetings effectively.

**Education and Experience:**

1. Bachelor's degree from an accredited institution.
2. One year of formal training, internship, or leadership experience in assigned area.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

**Desirable Qualifications:**

1. Two years of experience in postsecondary instruction or counseling/student support services in a college environment.
2. Two years of experience managing postsecondary and/or grant program.
3. Knowledge of equity-centered educational research on best practices to support student success of Latino and other students of color.
4. Bilingual Spanish/English ability both written and oral.

**Working Conditions**

1. Typical office environment and some community outreach.

Date Approved: 5/10/2022

Salary Range: M23

EEO-Category: 2B1 – Executive/Administrative/Managerial