



Director, MESA

Management Range: I 8

Board Approved: 03/09/2023

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

The Director of MESA (Mathematics, Engineering, Science, Achievement), under the general direction of the assigned administrator, plans, coordinates, implements, and oversees a comprehensive program supporting MESA students for the college with an emphasis on reducing equity gaps within STEM education. The MESA Program Director provides a vision and leadership in a multicultural environment, 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 populations pursuing STEM degrees. The Director of MESA also directs activities, performs a variety of professional, administrative, and programmatic work in support of assigned programs including serving as a liaison to, coordinating with, and providing high level administrative support and staff assistance to district staff, boards, committees, and outside agencies. In addition, the director provides leadership with organizational, operational, and structural functions of public and/or private post-secondary institutions; works independently and takes initiative in carrying out assignments. The MESA Program Director is also responsible for ensuring student eligibility, that student contractual agreements are met, maintains program records, coordinates evaluation of program activities and accomplishments, participates in MESA training, evaluation, and other activities, and works to ensure the successful implementation of the program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assume program management responsibility for the services and activities of a comprehensive support program including but not limited to, serving as the MESA Director for the state categorical program, and providing leadership and coordination of activities that promote short and long-term student success.
2. Recruit and support students eligible for participation in the MESA program with a focus on racial equity and inclusion.
3. Review all student applications for admission to MESA and make recommendations, as appropriate.
4. Coordinate with key personnel to plan and implement events for MESA students, including academic counseling, the development of semester calendars of campus activities and events, and the overall implementation of the activities needed.
5. Using both qualitative and quantitative data assess student needs related to the MESA program evaluating the efficiency and effectiveness of service delivery methods and procedures to ensure that such services promote racial equity and student success.
6. Collect and compile data and prepare status reports as required by the CCCC and participate in campus activities that lead to the collection and submission of MESA student data for the CCCC Management



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Information System (MIS).

7. Maintain records on MESA participant with information on students, enrollment, academic performance, participation, and current enrollment status.
8. Prepare mid-year and annual programmatic and financial reports of MESA generated funds.
9. Coordinate Academic Excellence Workshops (AEW) and/or other High Effective Practices with the Academic Senate and Professional Development Lead.
10. Collaborates with the Tutoring Center to develop tutoring and study programs 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, and workshops.
11. Establish and maintain communications with regional high schools, colleges, and universities, articulating programs, and services where appropriate.
12. Establish and maintain relationships and communications with participatory governance committees and faculty in instructional programs directly related to the MESA program and lead the MESA Campus Taskforce.
13. Collaborate with colleagues to recruit and schedule speakers for meetings of MESA participants.
14. Plan, schedule, and coordinate career advising and job orientations for MESA participants.
15. Plan, schedule, and coordinate activities related to academic advising with the designated MESA counselor.
16. Maintain regular contact with Instructional Office, deans, and faculty members to promote an understanding of MESA services, and to build a successful MESA program.
17. Serve as the liaison for the assigned program and coordinate assigned program activities with other District divisions, departments and outside agencies.
18. Develop and implement program goals, objectives, policies, and priorities; recommend and administer policies, procedures, and services, and prepare and manage the program budget.
19. Provide leadership to student leaders and staff to develop workshops for students on such topics as equity initiatives, avoiding microaggressions, addressing implicit bias, leadership development, goal setting, STEM study strategies, and general mentoring.
20. Participate in the selection, training, coordination, and evaluation of assigned personnel; provide and coordinate staff training; and work with employees to correct deficiencies.
21. Perform other related duties as required.



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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of assigned program areas.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of student development and student personnel administration.
- California Community College philosophy and mission.
- Title 5 regulations and Education Codes related to the area.
- Principles of group dynamics and intermediate leadership development training.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of technical, administrative, and financial report preparation and presentation.
- Principles and practices of contract administration.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations and funding sources.

Ability to:

- Oversee and participate in the management of a comprehensive program for a college that includes a series of interrelated projects or functional areas of significant depth and complexity.
- Plan, organize, direct, coordinate, and evaluate assigned programs.
- Plan, schedule, and review the work of assigned staff.
- Advise and direct students and staff in various organizational activities.
- Provide leadership and advisement to all aspects of the program area.
- Instruct leadership workshops.
- Analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Interpret and apply federal, state, and local policies, laws, and regulations related to various funding sources.
- Work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical and learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



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Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- A Master's degree from an accredited institution in any STEM related field (physics, chemistry, biology, mathematics, computer science, earth and spatial sciences, or the equivalent)

Experience:

- One year of teaching experience at the college level.
- Experience that indicates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

License or Certification:

- Possession of a valid California driver's license.

Special Conditions:

- Hours of work may not coincide with the hours of normal campus activity. Some weekend and evening work required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

This position is contingent on available funding.