



MESA Project Coordinator
Math, Science, Engineering, & Library Services Dept
FILING DEADLINE: January 25, 2012 by 4:00pm

POSITION DESCRIPTION

Under the direction of the Dean of Math, Science, Engineering & Library Services, plans and performs a variety of duties associated with the District's MESA program; organizes and coordinates tutorial assistance services for students; prepares and maintains records, files and reports related to the MESA program; prepares and monitors the program budget. This position recruits under-represented (minority-first generation, and returning) students into mathematics, science and engineering disciplines, provides them with intensive one-to-one counseling, tutoring, mentoring, and social interactions revolving around various disciplines, and encourages them to complete bachelor and graduate degrees in mathematics and the sciences.

REPRESENTATIVE DUTIES

- Maintain contact with MESA students through personal discussions, regular meetings and other activities.
- Recruit students eligible for participation in program, review applications for admission and make recommendations, as appropriate.
- Maintain regular contact with deans, faculty members and campus community to promote an understanding of MESA services, and to build a program of academic rigor.
- Prepare and maintain project budget, monitor expenses and assist in planning of future budgets.
- Collect and compile data and prepare status reports including mid-year and annual programmatic and financial reports and grant renewal documents.
- Consult with faculty, tutors, and Support Services personnel to assist in improved delivery of services to students.
- Maintain relevant student files.
- Evaluate program and make recommendation for continual improvement.
- Develop tutoring and study program including the recruitment and training of tutors (peer, volunteer, and community college sources); work with department faculty to select best available mathematics, science, computer science, and engineering.
- Assist in development of plans for implementation of program.
- Recruit and schedule speakers for meetings of MESA students: plan, schedule and coordinate career advising and job orientations for students.
- Refer students to counselors for academic advising; schedule appointments and maintain related records.
- Develop, plan and coordinate activities related to student retention.
- Establish and maintain appropriate contact with high schools, college and universities.

KNOWLEDGE AND ABILITIES

- Organizational, operational, and structural functions of post-secondary institutions.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problem solving and study skills.
- Budget preparation and control.
- Interpersonal skills using tact, patience and courtesy.
- Assume responsibility, and take initiative in carrying out assignments.
- Facilitate group learning activities.
- Tutor students individually and in groups.
- Plan, organize, implement and evaluate program services.
- Learn pertinent procedures quickly and apply them with limited supervision.
- Prepare and maintain records and reports related to assigned activities.
- Sensitivity and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.
- Develop and maintain cooperative and effective working relationships with those contacted in the performance of duties.
- Communicate effectively both orally and in writing.
- Develop effective marketing materials.
- Operate a computer and assigned software.
- Prepare and conduct oral presentations.
- Work independently with little direction.

QUALIFICATIONS:

- A Bachelor's degree (or higher) from an accredited college or university, preferably in a mathematics based field (one requiring calculus, or equivalent).
- Three years experience involving work with postsecondary students in mathematics based fields including one year experience in delivering to services aimed at improving students' academic, study, test taking, and other skills.

CONDITIONS OF EMPLOYMENT

Regular, full-time, 12 month per year classified position. Hours: Monday–Friday, 8:00am-5:00pm. Range 36 on the CSEA salary schedule: \$4,246/monthly to \$5,158/monthly (5 steps). District provides health benefits, which currently consist of full medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the California School Employees Association (CSEA) and the Public Employees' Retirement System (PERS). The District pays the classified employee's contribution to PERS.

APPLICATION PROCEDURE

The following items must be received by the filing date in order to be considered in the initial screening:

- 1) A completed Hartnell College Classified Application.
- 2) A resume and cover letter.
- 3) Copies of college and/or university transcripts.

All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

**Job description is pending negotiations with CSEA Union.*

SUBMIT APPLICATION MATERIALS TO:

**Hartnell Community College District
Human Resources and Equal Employment Opportunity
411 Central Avenue
Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937
Email: work@hartnell.edu**

Applications available on our website at: www.hartnell.edu/hr

Equal Opportunity Employer