**Position:** MESA (Mathematics, Engineering, and Science Achievement) Project Coordinator

**Position Number:**

**Department/Site:** Math & Science

**FLSA:** Non-Exempt – (Classified CSEA)

**Reports to:** Director, dean, or other administrator in assigned area

**Salary Range:** 36

**BASIC FUNCTION:**  
Under the direction of the Dean of Academic Affairs, plans and performs a variety of duties associated with the District's MESA program; organizes and coordinates tutorial assistance services for; 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:

KNOWLEDGE OF:
• 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

ABILITY TO:
• 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.
• Be sensitive to 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.

EDUCATION AND EXPERIENCE:

A Bachelor’s degree (or higher) from an accredited college or university, preferably in a mathematics based field (one requiring calculus, or equivalent). At least 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.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor environment.
Driving a vehicle to conduct work as required.
PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Bending at the waist or kneeling to file and retrieve records.
Ability to position body to assist seated students.