

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DIRECTOR OF MATHEMATICS, ENGINEERING & SCIENCE
ACHIEVEMENT (MESA) PROGRAM**

BASIC FUNCTION:

Under the direction and leadership of the Dean of the School of Math, Science & Engineering, assume responsibility for day-to-day management of the MESA/CCCP Program at the MESA/CCCP Center; coordinate with the faculty sponsor to ensure successful implementation of the program in accordance with the MESA statewide office guidelines; serve as liaison between the MESA/CCCP Center, engineering, mathematics, and science faculty, MESA students, student support services groups, campus administrators, student organizations, and related professional societies; coordinate planning of all student services including admissions, financial aid, scholarships, housing, summer programs and jobs, and academic, career and student advising; coordinate evaluation of Center activities and accomplishments; and participate in MESA statewide office training, evaluation, and other activities.

REPRESENTATIVE DUTIES:

Meet regularly with the Dean of the School of Math, Science & Engineering and the oversight committee to plan implementation of the MESA program at Southwestern Community College District; develop plans for implementation of program in cooperation with the faculty sponsor, statewide community college director, deans, and other members of the faculty. *E*

Meet regularly with the faculty sponsor and the statewide MESA community college director to report on progress of program and to consult with and develop plans for improvement of program; regularly evaluate center program and program features; recommend steps for improvement. *E*

Maintain contacts and encourage the formation of communication channels between MESA Schools Program, MESA STC, MESA/CCCP, and MESA MEP. *E*

Develop relationships with articulation officers and MSE faculty at four-year institutions; work with MESA Directors at local community colleges on issues of mutual benefit. *E*

Consult with faculty, teaching assistants, and administrators of support services programs to assist in improving delivery of services to students; maintain regular contact with campus unit heads of student services areas. *E*

Review all applications for admission to MESA from underrepresented target students and make recommendations, as appropriate. *E*

Oversee education planning of all MESA students; develop procedures for education planning; plan, schedule, and coordinate activities related to academic advising. *E*

Maintain contact with MESA students through personal discussions, regular meetings and other activities; maintain a file on each MESA student and transfer student with information on student's current status; maintain a database and updated files on all MSE majors, including regularly revised plans. *E*

Promote academic success of MSE students; work with faculty to develop subject-area workshops; work with faculty to promote cross-discipline integration of concepts. *E*

Develop tutoring and study program in cooperation with the faculty sponsor, statewide community college director, deans, and other members of the faculty; work with department faculty to select best available mathematics, science, computer science, and engineering teaching assistants and tutors for

DIRECTOR OF MESA PROGRAM - Continued

MESA students; supervise the Bridges / MESA tutors; develop work schedule; conduct tutor evaluations. *E*

Develop, plan and coordinate activities related to student retention. *E*

Increase student involvement at Southwestern Community College District; regularly communicate with students; assist students in finding employment on campus; promote faculty mentoring of students; implement weekend and late night study sessions; promote faculty involvement in MESA functions. *E*

Advise the MSE Club and attend all club functions; oversee the MSE faculty lecture series; recruit and schedule speakers for meetings of MESA students; maintain MSE bulletin boards. *E*

Oversee the various events including MSE Transfer Success Day, Science Opportunity Day, MSE Majors Meetings, and regular majors meetings of MSE students. *E*

Plan, schedule, and coordinate career advising and job orientations for students; collect and provide information regarding internships / employment opportunities. *E*

Promote faculty awareness of academic requirements for transfer and A.S. requirements. *E*

Advocate for students in transfer process; as necessary, assist in petition process at transfer institutions; develop workshops to meet needs of MSE students intending to transfer; inform students of the types of support services that are available at transfer institutions; match students with faculty mentors at transfer institution; facilitate development of networks of transfer students. *E*

Identify obstacles to the transfer process; work with MSE Dean, faculty and Southwestern Community College District staff to mitigate them. *E*

Assist students in application process for transfers, internships, and financial aid. *E*

Process budget items, monitor expenses, and work with the faculty sponsor in planning future budgets for MESA generated funds; prepare mid-year and annual programmatic and financial reports of MESA generated funds. *E*

Compile data and prepare status report as required by local center and the MESA statewide office; maintain center records. *E*

Collect appropriate data to work with the faculty sponsor in preparation of grant proposals; write renewal proposals. *E*

Attend in-service, orientation, training, and other meetings of other MESA center directors and advisors arranged by the MESA Statewide Office. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Familiarity with organizational, operational, and structural functions of postsecondary institutions.

Operations, services, and activities of the MESA program.

Multicultural characteristics of African-American, American Indian, Mexican-American, and other Latino American undergraduate students pursuing degrees in engineering, computer science, mathematics, science, or related fields.

DIRECTOR OF MESA PROGRAM - Continued

Leadership and management principles and practices.
Basic principles and practices of program development, administration, and review.
Pertinent Federal, State, and local rules, regulations, and guidelines.
District policies and procedures.
Basic principles of supervision, training, and performance evaluation.
Information and research resources available related to areas of assignment.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.

ABILITY TO:

Work in a multicultural environment with African-American, American Indian, Mexican-American, and other Latino American undergraduate students pursuing degrees in engineering, computer science, mathematics, science, or related fields.
Work independently, assume responsibility, and take initiative in carrying out assignments.
Manage the day-to-day operations of the MESA/CCCP Program at the MESA/CCCP Center.
Participate in the development, administration, and implementation of program goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Plan, organize, direct, and coordinate the work of assigned staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare clear and concise administrative and financial reports.
Interpret and apply applicable federal, state, and District policies, laws, and regulations.
Conduct meetings and serve on committees.
Work successfully with District faculty, administrators, and staff.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate office equipment.
Seeing to read and verify data and prepare various materials.
Hearing and speaking to exchange information on the telephone or in person.

DIRECTOR OF MESA PROGRAM - Continued

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Johnson & Associates