

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**DIRECTOR, MATHEMATICS, ENGINEERING, & SCIENCE ACHIEVEMENT
(MESA) PROGRAM**

DEFINITION

Under general direction, plans, organizes, and provides oversight for all functions, programs, and activities of the Math, Engineering, and Science Achievement—California Community College Program (MESA/CCCP); coordinates with the faculty sponsor to ensure successful implementation of the program in accordance with the MESA statewide office guidelines; acts as a liaison between student program participants and various instructional and student services departments; serves to improve retention and increase degree program completion of underrepresented students in STEM majors; provides highly complex and responsible support to the Dean, Academic Affairs in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Academic Affairs. Exercises direct and general supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a director classification that plans, oversees, and participates in the functions, operations, and activities of MESA/CCCP, including short- and long-term planning and development and administration of program policies, procedures, and services. The incumbent assists the Dean, Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Dean, Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of academic fields or whole academic units with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assumes management responsibility for MESA/CCCP functions, programs, services, and activities; coordinates the planning of all student services, including admissions, financial aid, scholarships, housing, summer programs and jobs, and academic, career, and student advising.
2. Meets regularly with the Dean, Academic Affairs and the oversight committee to plan implementation of the MESA program at Southwestern Community College District; develops plans for implementation of program in cooperation with the faculty sponsor, statewide community college director, deans, and other members of the faculty.
3. Serves 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; meets 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

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- improvement of program; evaluates center program and program features; recommend steps for improvement.
4. Maintains contacts and encourages the formation of communication channels between MESA Schools Program, MESA STC, MESA/CCCP, and MESA MEP.
 5. Develops relationships with articulation officers and MSE faculty at four-year institutions; works with MESA Directors at local community colleges on issues of mutual benefit.
 6. Reviews all applications for admission to MESA from underrepresented target students and makes recommendations, as appropriate.
 7. Oversees education planning of all MESA students; develops procedures for education planning; plan, schedule, and coordinate activities related to academic advising
 8. Maintains contact with MESA students through personal discussions, regular meetings and other activities; maintains a file on each MESA student and transfer student with information on student's current status; maintains a database and updated files on all MSE majors, including regularly revised plans.
 9. Plan, schedule, and coordinate career advising and job orientations for students; collect and provide information regarding internships / employment opportunities.
 10. Promotes academic success of MSE students; works with faculty to develop subject-area workshops; works with faculty to promote cross-discipline integration of concepts; develops tutoring and study program in cooperation with the faculty sponsor, statewide community college director, deans, and other members of the faculty; works with department faculty to select best available teaching assistants and tutors for MESA students.
 11. Plans, organizes, assigns, supervises, and reviews the work of clerical and tutoring staff; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; participates in selection.
 12. Increases student involvement at Southwestern Community College District; communicates with students regularly; assists students in finding employment on campus; promotes faculty mentoring of students; implements weekend and late-night study sessions; promote faculty involvement in MESA functions.
 13. Advises the MSE Club and attend all club functions; oversees the MSE faculty lecture series; recruits and schedules speakers for meetings of MESA students; maintains MSE bulletin boards.
 14. Oversees the various events including MSE Transfer Success Day, Science Opportunity Day, MSE Majors Meetings, and regular majors meetings of MSE students.
 15. Promotes faculty awareness of academic requirements for transfer and A.S. requirements; identifies obstacles to the transfer process; works with Dean, faculty and SWCCD staff to mitigate obstacles.
 16. Advocates for students in transfer process; as necessary, assists in petition process at transfer institutions; develops workshops to meet needs of MSE students intending to transfer; informs students support services available; matches students with faculty mentors at transfer institution; facilitate development of networks of transfer students; assists students in application process for transfers, internships, and financial aid.
 17. Processes budget items, monitors expenditures; works with the faculty sponsor in planning future budgets for MESA generated funds; prepares mid-year and annual programmatic and financial reports of MESA generated funds.
 18. Compiles data and prepare status report as required by local center and the MESA statewide office; maintains center records.
 19. Collects appropriate data to work with the faculty sponsor in preparation of grant proposals; writes renewal proposals.

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20. Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of math, science, and engineering education, and other services as they relate to the area of assignment.
21. Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.
22. Researches funding opportunities; prepares and submits grants as individual program and/or in collaboration with faculty, departments, and partner organizations.
23. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying federal, state, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.
- Principles and practices of program administration, development, implementation, and evaluation.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Principles and practices of record keeping.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.

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- Deliver formal and influential presentations.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Research, apply for, and manage grant funding.
- Effectively administer a variety of MESA/CCCP projects, events, and administrative activities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Effectively represent the District and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A Master's degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND CERTIFICATIONS:

None.

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file

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information. Employees occasionally lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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