

**DIRECTOR OF MESA****DEFINITION**

Under the direction of the Dean of Science, Engineering & Math, plans, organizes and directs the activities and operations of the MESA Center and will provide leadership to assigned service areas, which may include overseeing, coordination, implementing, and maintaining the activities and services of the MESA program in accordance with Federal, State, and District policies, guidelines and laws; performing technical duties to assure eligible MESA students receive available education services; preparing state mandated program and budget reports; and serving as liaison to provide specialized information and technical assistance to faculty, staff, auditors, and outside agencies relating to the MESA program.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Dean of Science, Engineering & Math.

Provides direct functional and technical supervision to a variety of staff and may exercise supervision of full- or part-time staff assigned to the MESA Center. Provides oversight of academic and faculty activities associated with the MESA Program. This classification is distinguished from a Dean or Associate Dean by a focused level of responsibility and/or limited number of service areas assigned.

**ESSENTIAL DUTIES**

- Provides leadership and oversees day-to-day operations of MESA Program (e.g. procedures, strategic planning, grant implementation, financial aid, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and district, state and federal requirements.
- Addresses thirteen program components of MESA program plan (e.g. MESA and California Community College requirements, etc.) for the purpose of ensuring successful implementation of MESA and STEM projects.
- Collaborates with internal and external personnel and organizations (e.g. District personnel, students, community organizations, public agencies, community members, etc.) for the purpose of implementing, evaluating, and maintaining the MESA program under established guidelines and procedures.
- Compiles data from a wide variety of sources (e.g. public agencies, college departments, financial aid, etc.) for the purpose of analyzing issues, ensuring compliance with established policies and procedures, monitoring program components, preparing program District and State status reports, and preparing and submitting applications for MESA program renewal.
- Coordinates program activities and special events activities (e.g. scheduled activities and events, college tours, outreach activities, etc.) for the purpose of providing activities to enrich student life and retention.
- Develops, coordinates and/or implements program components, support needs and materials (e.g. outreach, recruitment, intake, eligibility determination, orientation, advising, workshops, tutoring and study program, activities, etc.) for the purpose of ensuring success in meeting District and/or grant/program requirements within established regulations, policies, and guidelines.
- Develops, implements, and monitors program process and makes recommendations for the purpose of ensuring resources and systems are coordinating with student needs.
- Facilitates a variety of meetings and presentations on and off campus (e.g. STEM classroom presentations, tutor meetings, high school and community presentations, etc.) for the purpose of providing primary services, following district guidelines and regulations for primary student services, and communicating and/or receiving information regarding the MESA program.
- Maintains a variety of files and records (e.g. reports, student records, databases, statistical data, etc.) for the purpose of documenting activities, providing written reports, providing up-to-date reference and complying with mandated requirements and established guidelines.
- Monitors a variety of related financial activities (e.g. purchasing, budget allocations, expenditures, fund

balances, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, fiscal practices are followed, MESA budgeting guidelines are adhered to, and financial reports are submitted as required.

- Participates in a variety of meetings (e.g. trainings, workshops, seminars, conferences, presentations, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares and evaluates a wide variety of complex reports and written materials (e.g. financial reports, wage and expenditure reports, journal entries, state reporting, grant applications, etc.) for the purpose of budget maintenance and ensuring ongoing funding by complying with District and/or grant/program requirements.
- Represents Dean in their absence at campus, local and regional meetings for the purpose of conveying and/or gathering information for dissemination to the appropriate staff.
- Researches a wide variety of topics (e.g. new federal or state regulations, trends in student demographics, student equity, STEM student services, STEM education products, etc.) for the purpose of staying abreast of updated or new MESA program regulations and recommending changes/modifications to the Associate Dean of MESA and STEM programs.
- Serves as a liaison between the department and outside agencies/institutions (e.g. California Community Chancellor's Office (CCCCO), University of California Office of the President (UCOP), etc.) for the purpose of facilitating communication of the program.
- Foster an inclusive campus community that promotes developmentally appropriate, active learning environments outside the classroom to meet the needs of a diverse student population and promote student equity.
- Collaborates with college personnel to create, implement and monitor diversity, equity, inclusion, and accessibility programs, projects, and matters.
- Develops and implements college-wide equity, inclusion, and accessibility efforts to promote a supportive environment for students and the campus community.
- Other duties as assigned within the scope of this assignment.

## MINIMUM QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### Education and Experience:

- Education: Bachelor's Degree from an accredited college or university, preferably in a mathematics-based field (one requiring Calculus or the equivalent).
- Experience: One (1) year or more directing activities requiring management and leadership skills in programs that deliver to students' academic services aimed at improving academic, study, test taking, and other skills where the students are majoring in mathematics-based fields. And three years of experience with public and/or private postsecondary institutions involving work with postsecondary students in mathematics-based fields.

### Knowledge of:

- Basic math, including calculations using fractions, percents, and/or ratios
- Budgeting and grant administration
- Data and interpreting statistical summaries.
- Understanding of commitment to shared governance.
- Effective written and oral communication skills.

- Effective budget management practices, with special emphasis on categorically funded programs
- Understanding of good pedagogical practices for adult learners.
- Efficient administrative practices through an integrated approach to planning, budgeting, and scheduling.
- Student services programs at the college or university level
- Required per MESA, Roles and Responsibilities from the CCCCCO.
- Knowledge of Familiarity with organizational, operational, and structural functions of post-secondary institutions.

**Ability to:**

- Read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.
- Demonstrate a high degree of professionalism and integrity.
- Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Operate standard office equipment including utilizing pertinent software applications
- Read and interpret statistical summaries.
- Work in a collaborative manner as a team member in division, college and district-wide activities and projects.
- Develop effective educational, student support services and student development programs to meet the needs of the College.
- Manipulate relevant technology to access, analyze and report relevant data and other programmatic information.
- Collaborate with others to strengthen intra-College, community, and District-wide staff relations.
- Support staff development, achieve hiring success, enhance evaluation, recognize and mitigate personnel issues, and resolves conflicts.
- Develop and nurture an effective student/learner center environment.
- Be supportive of the comprehensive community college mission.
- Demonstrate a commitment to community and campus activities.

**Licenses and Certificates:**

- Possession of valid California Motor Vehicle Operator's License.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

*Class Adopted: 1/1/23*

*Class Amended:*