

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Coordinator, MESA/CCCP Program	Management Team Classified Supervisory Categorically Funded	FTE: 1.0 Range: 10.0 Months: 12

JOB DESCRIPTION:

Under direction, coordinates the Math, Engineering, Science Achievement/California Community College Program (MESA/CCCP). MESA/CCCP is an educational program designed to encourage financially and educationally disadvantaged youth to pursue higher education in the fields of mathematics and science.

SCOPE:

The Coordinator, MESA/CCCP Program performs all assigned duties and has direct responsibility for the day-to-day management and operational activities of the MESA/CCCP project. The Coordinator, MESA/CCCP Program directs and evaluates the activities of classified staff and student workers employed in the program.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Plans, develops, implements and coordinates the MESA/CCCP Project to increase enrollment and improve retention of underrepresented students in mathematics, engineering and science.
2. Consults regularly with MESA state-wide personnel to provide a report on the progress and to plan for further development and implementation of the program.
3. Maintains regular contact with MESA state-wide office and ensures that all components of the program are consistent with established guidelines; completes reports and evaluations; compiles data and prepares status reports as required or requested; and attends in-service, orientation, training and other scheduled meetings of MESA directors and advisors.
4. Supervises assigned staff.
5. Provides information to the designated policy and decision-making entities; interfaces with faculty, administrators, tutors, study group leaders and other staff to assist in improving delivery of services to students.
6. Networks and coordinates an advisory committee comprised of representatives from business, industry, government, community-based organizations and college staff.
7. Prepares mid-year and annual program and financial reports as required or assigned.
8. Develops and manages MESA/CCCP Project budget; processes budget items, and monitors expenses.

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9. Maintains MESA/CCCP students' files with regard to their program status. Maintains contact with students through personal discussions, regular meetings and other activities.
10. Reviews admissions materials from all eligible students and recommends admission to MESA/CCCP.
11. Works with department chairs to select qualified students to tutor or lead study groups in math, engineering and sciences for MESA/CCCP students.
12. Develops a tutoring center and study program which includes recruitment and training of peer, college, and volunteer tutors; and coordinates individual, small and large group student activities as well as workshops.
13. Recruits and schedules speakers for meetings of MESA/CCCP students.
14. Plans, schedules and coordinates activities related to recruitment, career advising and job orientation, academic advising, and transfer requirements.
15. Writes grant proposals and collects appropriate data to assist in preparation of grant writing.
16. Conducts an active, visible marketing program in cooperation with the College's Public Relations Office.
17. Performs other related duties as assigned.

KNOWLEDGE OF:

1. Effective coordination and communication principles in order to maximize effectiveness of resources, and to minimize duplication of effort within the College/District.
2. Complex word processing, spreadsheets and graphics.

ABILITY TO:

1. Work independently with a minimum of supervision and assume responsibility for and promote the objectives of MESA/CCCP Project in the College and the community.
2. Work effectively with business and industry, community organizations and parents' groups.
3. Work in a multicultural environment with students who have career interests in engineering, science, and other mathematics based fields.
4. Facilitate the delivery of academic services to students aimed at improving academic, study, test-taking and other skills in math-based fields; supervise, orient, and evaluate staff.
5. Advise students.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree from an accredited college or university, preferably in a math-related field (one requiring calculus or equivalent).

Experience:

A minimum of three years successful work experience in teaching, business/industry, or a profession involving working with persons in math-based fields or the equivalent education and experience. Experience directing activities requiring management and leadership skills in an educational institution is preferred.

SUPERVISION RECEIVED:

The Coordinator, MESA/CCCP Program reports to the Dean, Science, Technology, Engineering & Mathematics or designee.

SUPERVISION EXERCISED:

The Coordinator, MESA/CCCP Program supervises assigned classified staff, STNC's and student employees.

Board Approved: July 16, 2008