

TITLE	CLASSIFICATION	SALARY RANGE
Manager, Mathematics Engineering Science Achievement (MESA)/CCCP	Management Team Classified Supervisor Categorically Funded	10

SCOPE OF POSITION:

Under the direction of the Dean, Science, Technology, Engineering & Mathematics, manage the MESA Community College Program (MCCP); manage special projects related to MESA as included in the District's Student Equity Plan and grants. The MESA Community College Program supports first generation, low income students to transfer with a calculus-based science, technology, engineering or mathematics (STEM) major. Train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Design services and prepares grant proposals, contracts, program component goals and objectives, implementation plans, budget, and evaluation methods for the MESA Community College Program in accordance with the California Community Colleges Chancellor's Office and the Statewide MESA Office, University of California Office of the President.
2. Conduct community and college outreach to identify, recruit, and enroll qualified students for the MESA Community College Program; identify academic and pre-professional support needs of MESA CCP eligible students.
3. Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. Apply program and technical expertise, information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and related District programs.
5. Identify, recruit, and orient stakeholders from business, industry, government, community-based organizations and District faculty and staff to serve on the MESA Local Industry and Education Advisory Board and the MESA Campus Council; facilitates meeting of the local advisory board to ensure proper implementation and success of MESA program projects.
6. Collaborate with Student Services in the planning and conducting of outreach activities, encouraging K-12 students to continue their education in math and science disciplines and to enroll at Santa Rosa Junior College.
7. Develop and manage the MESA CCP project budget; oversee the financial management of the MESA CCP, and other related grants; ensure compliance with funding regulations; prepare grant proposals and compile appropriate data to assist in preparation of grant writing.
8. Oversees the administration of the District's contract for Migrant Education, Adelante summer program services; executes migrant education instructional service agreements and contracts; coordinates with SRJC Scheduling Department and Admission and Records for the faculty assignments and concurrent enrollment of migrant education K-12 program students.
9. Maintain MESA CCP students' files with regard to their program status; maintain and revise educational plans and pre-professional Individual Development Plans for MCCP participants; provides individual and academic advising and case management of MCCP participants.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Review the MESA CCP enrollment applications from potential students and approve admission to the MESA CCP; evaluate effectiveness of program services; uses statistical information to identify progress and needs for continuous improvement; coordinates with Informational Technology for term submission of MIS SGO5 reporting to the Chancellor's Office.
11. Monitor STEM articulation agreements with 4-year colleges and universities; coordinates with Articulation for course reviews as needed to optimize transfer eligibility of STEM majors.
12. Develop, maintain and oversee a MESA Student Study Center with an active tutoring and study program; recruit and train peer, District, and volunteer tutors; coordinate individual, small and large group student activities, academic, leadership, and professional development workshops; oversee MESA activities conducted in the Study Center and student field trip travel associated with MESA activities.
13. Researches and collaborates in the development and submission of District-wide STEM grants and funding proposals.
14. Conduct an active, visible marketing program in cooperation with the District's Public Relations Office.
15. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities; prepare program mid-year and annual financial reports; complete the District's Program and Resource Planning Process and report on MESA student learning outcomes.
16. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KNOWLEDGE OF:

1. Applicable laws, codes, regulations, policies and procedures.
2. Research methods to support program development, evidence-based practice, and the designing of outreach presentations.
3. Oral and written communication skills.
4. Principles and practices of supervision and training.
5. Interpersonal skills using tact, patience and courtesy.
6. Operation of a computer and assigned software.

ABILITY TO:

1. Promote the objectives of the MESA program.
2. Establish and maintain professional and collaborative working relationships with members of a diverse community.
3. Create, plan, implement, and evaluate multiple projects to meet program and outreach objectives.
4. Develop data collection systems to comply with Chancellor's Office and Statewide MESA reporting requirements.
5. Facilitate the delivery of academic services to students aimed at improving academic, study, test-taking and other skills in math-based fields.
6. Manage program budgets.

ABILITY TO – Continued

7. Train and evaluate the performance of assigned staff.
8. Communicate effectively both orally and in writing.
9. Interpret, apply and explain rules, regulations, policies and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer and assigned office equipment.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and time lines.
14. Work independently with little direction.
15. Plan and organize work.
16. Maintain records and files.
17. Prepare comprehensive narrative and statistical reports.
18. Demonstrate sensitivity to, and respect for, a diverse population

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in mathematics, science or related field.

EXPERIENCE:

Increasingly responsible experience in teaching, business/industry, or a profession involving working with persons in math or science-based fields.