

TITLE	CLASSIFICATION	SALARY GRADE
PROGRAM SPECIALIST, MESA PROGRAMS AND OUTREACH	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general direction, assists with the coordination of the Mathematics, Engineering and Science Achievement (MESA) program with emphasis on coordinating services under the MESA Community College Program (MCCP). Performs student support; collaborates with local schools to develop and implement programs related to student success.

SCOPE:

The Program Specialist, MESA Programs and Outreach, supports the MESA Community College Program. Contributes to the design, implementation and evaluation of outreach, science and technology educational activities, and college awareness orientations to prepare students for competitive admissions to colleges and universities as Science, Technology, Engineering and Math (STEM) majors; access, retention and program completion of new and continuing first-generation, low-income STEM students; and coordination of MESA Local Industry Advisory Board (MESA LIAB) membership and meetings

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 described below.

1. Develops, organizes and leads workshops to implement and/or expand the MESA Statewide Office's academic preparation model for middle, high school, and community college programs.
2. Assists with schedules and program planning and recruitment of industry partners to serve on the MESA Local Industry Advisory Board; coordinates advisory meetings.
3. Explains District policies and procedures related to student success and equity and MESA Programs.
4. Coordinates delivery of services to MESA program students who participate in aligned activities such as mentoring, field trips, research opportunities, and concurrent enrollment with post-secondary institutions; provides supervision as needed for such events.
5. Develops and coordinates student academic preparation and enrichment components of MESA; coordinates MESA pre-college activities.
6. Prepares materials and reports, including data gathering to monitor MESA student and program progress; implements improvements in services.
7. Implements and evaluates enrichment activities in support of the MESA Annual Program Plan; establishes project timelines.
8. Attends regional MESA Statewide Office meetings, trainings, and conferences.
9. Assists in tracking and monitoring student achievement progress as defined by the District's Student Equity Plan and the MESA Annual Program Plan.
10. Maintains currency of the college's MESA web site; prepares publicity materials, surveys, reports, presentations, grant narratives and other documentation; delivers presentations about MESA programs and services at multiple venues in the college service area.
11. May supervise and organize the work of student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Present STEM classroom material; develop outreach programs; coordinate events; follow oral and written instructions; communicate effectively (bilingual English/Spanish preferred); analyze situations accurately and take appropriate action; identify problems and recommend solutions; interpret and apply the rules, regulations and policies of the District; compose correspondence and reports with minimum guidance and direction; track and compile statistical information; maintain effective working relationships; assist with maintaining program website; interact with the public in a helpful, courteous and friendly manner; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Science, Technology, Engineering and Mathematics (STEM) student success strategies; modern office methods and practices including filing, proofreading, formatting, report writing; proper English usage, spelling, vocabulary, and grammar; current office equipment, technology and standard office productivity computer software; tasks associated with planning of programs, events and projects; proper reception and telephone etiquette; and issues relating to ethnically diverse population or persons with language, social or economic barriers; District policies and federal, state and local laws and regulations related to student success and/or grant funded programs.

MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

An Associate's degree in a mathematics or science discipline. Bachelor's degree in a mathematics, science or counseling discipline preferred.

Experience:

Increasingly responsible experience in an educational setting and previous experience coordinating programs and implementing student support activities for low-income and ethnically diverse communities.

Preferred Experience:

- Work experience in an educational setting
- Previous experience implementing student support activities

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Incumbents may be required to obtain District certification to drive a 10-passenger van.

OTHER REQUIREMENTS:

- This position requires frequent travel to various area schools. May require occasional work in the evening and weekends.
- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.