

TITLE: Program Specialist, MESA Programs and Outreach

CLASSIFICATION: Classified

SALARY GRADE: C09

SCOPE OF POSITION:

Under general direction, assists with the implementation and evaluation of core student success, transfer academic support, and science, technology, engineering, and mathematics (STEM) career education components in coordination with the California Community Colleges Chancellor's Office (CCCCO) Mathematics, Engineering, Science Achievement (MESA) Program. Maintains student enrollment and eligibility records. Schedules counseling appointments, assists in the daily support activities and monitoring of the MESA student center, and provides program information to students and staff. Oversees and participates in student workshops and presentations.

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. Develops and presents workshops to implement and/or expand the MESA statewide office's academic preparation model for middle, high school, and community college programs.
2. Assists in the design, coordination, and evaluation of services to MESA program students who participate in activities such as peer tutoring, study group sessions, field trips, academic and career development seminars, and research opportunities.
3. Reviews student enrollment applications, maintains student eligibility, and tracks student enrollment.
4. Performs administrative tasks, including scheduling student counseling appointments and assisting in monitoring the MESA student center.
5. Maintains the MESA web site; prepares student surveys and marketing materials; distributes program information to enrolled students.
6. Monitors budgets and performs purchasing functions.
7. Prepares materials and reports, including data gathering to monitor MESA student and program progress. Assists in implementing improvements in services.
8. Assists in providing support for meetings of the MESA Local Industry and Education Advisory Board (LIAB). Contributes to the recruitment of industry and alumni partners to serve on the LIAB.
9. Contributes to college-wide STEM initiatives.

KNOWLEDGE OF:

1. Science, technology, engineering and mathematics (STEM) student success strategies.
2. Modern office methods and practices.
3. Event and project planning.
4. Basic web accessibility tools and document remediation.
5. Relevant local, state, and federal rules and regulations.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Compose correspondence and reports.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous, and professional manner.
6. 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:

Associate degree in a field that is closely related to STEM required.

EXPERIENCE:

1+ year of experience in an educational setting with previous experience coordinating programs and implementing student support activities required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).