

RIVERSIDE COMMUNITY COLLEGE DISTRICT CLASSIFIED POSITION DESCRIPTION

JOB TITLE: MESA Program Coordinator

BASIC FUNCTION: Under the general supervision of the STEM Grant Director, the MESA Coordinator provides enrichment to educationally disadvantaged students in the areas of science, technology, engineering and mathematics (STEM). The MESA Coordinator supports academic development and provides services to Hispanic and low-income students to increase retention and transfer rates to four-year universities. The coordinator provides advising to program participants in regards to their academic, career and personal goals. In accordance with the U.S. Department of Education, Title III HSI-STEM grant organizes STEM related activities and provides participants with exposure to STEM related disciplines and careers.

DUTIES AND RESPONSIBILITIES

1. Identifies and recruits eligible applicants for the MESA (Mathematics, Engineering and Science Achievement) program.
2. Assesses and determines participants' educational needs and academic potential.
3. Prepares and conducts career, academic and personal development workshops.
4. Develops student orientation course.
5. Coordinates and implements supplemental instruction, tutorial program, field trips, and program activities.
6. Exposes students to STEM professionals engaged in applied research at post-secondary institutions.
7. Engages students in hands on activities in laboratory science and engineering.
8. Increases student participation in computer science, technology and engineering courses.
9. Provides student mentorship and internship opportunities with industry advisors in STEM disciplines.
10. Links students with professional organizations and internship opportunities.
11. Provides general direction of the STEM Center.
12. Provides follow-up and advocacy services for participants transferring to four-year post-secondary schools.
13. Assists participants with applications for financial aid and admissions to post-secondary schools.
14. Maintains electronic database, files, documents, and student records.
15. Analyzes income documentation to determine program eligibility.
16. Assists with the draft of the annual performance report.
17. Refers participants to community and social assistance agencies for additional support and services beyond the scope of the program.
18. Supervises tutoring staff and hourly employees assigned to work with MESA participants.
19. Participates in STEM related training programs.
20. Performs other related duties as assigned.

QUALIFICATIONS

EDUCATION: Bachelor's degree from an accredited institution is required. Bachelor's in a STEM (Science, Technology, Engineering or Math) related discipline is preferred. A master's degree is also preferred.

EXPERIENCE: Minimum of two years experience coordinating and implementing programs designed to assist students to enroll in postsecondary education beyond community college. Experience working with students from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

LICENSE/CERTIFICATION REQUIRED: Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF: Computer skills in Microsoft Office are required.

ABILITY TO: Teach; take directions; engage in creative problem solving; prioritizing; work independently and effectively with a diverse, multicultural environment; establish and maintain effective customer service towards all persons contacted during the course of job; have organizational skills and initiative; communicate effectively both orally and in writing and relate on a personal level with students college personnel.

OTHER: Candidate must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: College students, staff, faculty, community agencies, students and the general public.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS: Provide academic and personal advice in a noisy work environment with many interruptions; organize and implement field trips; and organize and implement academic and non-academic components of the SSS grant.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.