

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **PROGRAM COORDINATOR – MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, oversee and coordinate Mathematics, Engineering, Science Achievement (MESA) program initiatives, partnerships, and opportunities for students including performing a variety of professional, technical, and administrative duties; exercise independent judgment within scope of authority; assume responsibility for program coordination, implementation, monitoring, tracking, and reporting; and establish, maintain, and facilitate effective working relationships with academic and industry partners that lead to sustainable and lasting high quality STEM opportunities for underrepresented students.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate with academic and student programs, Dean, faculty, staff, and students to plan and conduct ongoing outreach, recruitment, and retention efforts in support of MESA programs and initiatives, partnerships, and opportunities; and partner with academic and industry organizations to contribute to MESA program initiatives; partnerships, and opportunities, including related employer recruitment and engagement.
2. Collaborate with the Office of Research, Planning and Institutional Effectiveness and other applicable offices to obtain student data for those eligible for the MESA program.
3. Coordinate and assist in the evaluation of MESA information sessions including those in partnership with internal groups (i.e. Puente, Umoja, EOPS, CalWORKs, Honors Transfer Program, etc.).
4. Coordinate and assist in the evaluation of orientation sessions each semester for MESA Scholars and their families.
5. Coordinate and assist in the evaluation process of MESA program initiatives, partnerships, and opportunities for underrepresented students; contribute to the development of performance assessments; participate in development of and help implement processes, policies and procedures for these opportunities; review and update forms, materials, and systems; make recommendations for improvements as necessary.
6. Track student academic progress and course success rates and coordinate with campus services to provide MESA Scholars with the academic and student service support needed to meet their transfer, educational, and career goals.
7. Collaborate with Academic and Student Services Divisions including the Career and Transfer Center to integrate MESA program initiatives, partnerships, and opportunities; including developing and participating in recruitment and retention efforts for student engagement in science programs for underrepresented students.
8. Develop materials for dissemination to the college, public agencies, community services organizations, and other interested groups; develop materials for web presence.

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9. Build and maintain networks with other MESA programs; attend conferences, workshops, and regional meetings as appropriate to MESA program initiatives, partnerships, and opportunities.
10. Represent the college in various community and industry outreach activities and workshops; serve as contact for MESA program leads.
11. Assist with the supervision of student assistants.
12. Assist with budget monitoring and reporting.
13. Perform related duties as required.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

1. Principles and practices of program planning and implementation.
2. Principles, practices, and procedures of business letter writing and report preparation.
3. Pertinent State, District, and College policies, procedures, and regulations.
4. Problem solving techniques and resources.
5. Principles, practices, and procedures of fiscal, statistical, and administrative record keeping. Principles and practices used to establish and maintain files and information retrieval systems.
6. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
7. Principles and techniques used in public relations.
8. Research methods and techniques.
9. English usage, vocabulary, spelling, grammar, and punctuation.
10. Basic mathematical and accounting principles.
11. Interpersonal skills using tact, patience, and courtesy.
12. Oral and written communication skills.

#### **Ability to:**

1. Coordinate and direct programs, activities, and operations of MESA program initiatives, partnerships, and opportunities.
2. Carry out work objectives in an organized, efficient, and timely manner without immediate supervision.
3. Perform detailed, complex, and specialized technical, programmatic, and administrative support duties involving the use of independent judgment and personnel initiative with speed and accuracy.
4. Recommend and implement goals and objectives for providing various programs and operations.
5. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
6. Research information using own initiative; organize, assimilate, and analyze information.
7. Respond tactfully, clearly, concisely, and appropriately to requests and inquiries from the general public, students, District staff and faculty, or other agencies.
8. Prepare a variety of clear and concise reports.
9. Plan and organize work to meet schedules and changing deadlines.
10. Work under steady pressure and frequent interruptions as well as a high degree of public contact by phone or in person.
11. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
12. Adapt to changing technologies and learn functionality of new equipment and systems.
13. Utilize tact, patience, and courtesy to provide the highest level of customer service.
14. Analyze situations and problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of MESA program goals.

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15. Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
16. Plan, organize, implement, coordinate, and evaluate programs.
17. Deliver presentations to college administrators, faculty, staff, students, K-16 institutions, government and private industries, and community organizations.
18. Work independently and effectively in the absence of supervision.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.
21. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, workforce/economic development, science, education, or a related field.

**Experience:**

Three years of increasingly responsible administrative, technical, and/or programmatic experience, preferably developing and operating programs requiring partnering with multiple agencies, programs, and complex systems.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on: November 14, 2023

Effective: November 15, 2023

Job Family: Technical - Paraprofessional