



Compiles data and prepares status report as required by local center and the MESA Statewide Office. Prepares mid-year and annual programmatic and financial reports of MESA generated funds.

Designs and implements MESA Orientation Course for MESA students as mandated by MESA Statewide Office.

Meets regularly with MESA Advisory Board and MESA Industry Advisory Board as mandated by MESA Statewide Office.

Works with department faculty to select best available mathematics, science, computer science, and engineering tutors for MESA students.

Ensures cooperation between MESA Schools Program, MESA STC, MESA CCCP and MESA MEP. Identifies target population to be served by MESA grant. Develops, plans and directs strategies and activities related to recruitment of those students.

Reviews applications for admission to MESA from target students and makes recommendations.

Coordinates visits to local target high schools to promote MESA program and encourage math-based careers.

Meet regularly with the responsible administrator and faculty sponsor to plan the implementation of the MESA program.

Meet regularly with statewide MESA Community College Directors to consult and develop plans for improvement of provision of services.

Performs related duties as assigned.

### **Employment Standards**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Training and Experience:** Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Bachelor's degree in a math based field or field related to counseling. Master's degree preferred. At least three (3) years experience with grant-funded program implementation, budget management, academic advising and services, and supervisory work. At least one (1) year experience in education or industry involving work with postsecondary students in math-based fields.

**Knowledge:** MESA grant guidelines and regulations; Postsecondary education principles and practices; Current and emerging ideas and methodologies in the area of math-based subject

education; Academic advising policies; Transfer requirements; PC and related software; Budgeting processes.

Ability: Provide leadership in MESA program management; communicate effectively verbally and in writing; Operate a PC and related software; Maintain effective working relationships with other people; Interpret and apply laws, policies, regulations and procedures; Work in a multicultural environment.

Physical Effort/Work Environment: While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

**Job Description Approved: 2/03**