

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY TABLE: 30

CLASS TITLE: MESA COORDINATOR
SALARY RANGE: 140

BASIC FUNCTION:

Under the direction of the Dean-Educational Programs, coordinate, develop, and implement the college MESA program and fulfill related administrative duties as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Implement the MESA program in cooperation with faculty sponsors, statewide community college director, deans, and other members of the faculty.

Develop tutoring and study programs for the MESA center which includes the recruitment and training of instructional assistants and tutors (peer, volunteer, and community college sources) in mathematics, science, computer science and engineering, and which incorporates a mix of individual small and large group study activities.

Consult with faculty, teaching assistants, and administrators of support services to assist in improved delivery of service to students.

Plan, schedule, and coordinate activities related to academic advising, career advising and job orientations for students. Recruit and schedule speakers for meetings of MESA students.

Maintain contact with MESA students through personal discussions, regular meetings, and other activities. Maintain a file on each MESA student and transfer student with information on student's current status.

Review all applications for admissions to MESA from underrepresented target students and make recommendations, as appropriate.

Develop, plan, and coordinate activities related to the high school outreach program, student retention program, MESA STC, MESA/CCCP and MESA MEEP.

Process budget items, monitor expenses and work with the faculty sponsor in planning of future budgets of MESA generated funds. Prepare mid-year and annual programmatic and financial reports of MESA generated funds.

Compile data and prepare status reports as required by the local center and the MESA statewide office.

Collect appropriate data to work with faculty sponsor in preparation of MESA grant proposals.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of public administration supervision and training.

Standards, practices, goals, objectives and procedures of college outreach, recruitment, advisement, pre-enrollment, orientation and support services relating to student enrollment functions.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

College organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Public speaking techniques.

Basic budget preparation and control.

Public relations techniques.

Office methods and procedures including business correspondence, grammar, spelling, forms, telephone etiquette, and filing.

ABILITY TO:

Plan, organize, and direct the operations of the MESA program.

Interpret, apply and enforce pertinent laws, rules and regulations.

Coordinate, oversee and participate in a variety of outreach and recruitment functions.

Oversee and participate in providing consultation and assistance to prospective and current students, parents and the public concerning College admissions, enrollment, programs and services.

Develop, implement and conduct recruitment and outreach activities at secondary schools.

Oversee and participate in the preparation and distribution of correspondence and a variety of promotional and informational materials.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Operate a computer and assigned software
Oversee and participate in the preparation and maintenance of various records and reports.
Analyze policies and procedures and formulate recommendations for improvement.
Effectively communicate both orally and in writing.
Establish and maintain cooperative-working relationships with those contacted during the course of work.
Utilize computer software applications, and keep records and prepare reports.
Ability to work independently, assume responsibility, and take initiative in carrying out assignments.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor's degree with major coursework in mathematics or science based field or counseling and three years increasingly responsible paid experience in education or a profession involving work with post-secondary students in mathematics based fields of study, with at least one year of experience providing academic services aimed at improving skills of students in mathematics based fields of study.

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.