

MESA PROGRAM DIRECTOR
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The MESA (Math, Engineering and Science Achievement) Program Director is responsible for the day-to-day management and operational activities of the Cabrillo College MESA Program. The MESA Program Director maintains active liaison with MESA state-wide and ensures that all components of the program are consistent with established guidelines.

The MESA Program Director coordinates and/or directly supervises the planning and execution of all special student services including field trips, study groups, tutoring, speakers, incentive/scholarship awards, academic and career advising, summer program and jobs.

SCOPE

The MESA Program Director works under the direct supervision of the Math, Science, and Engineering (MSE) division chair with programmatic guidance from the MESA state-wide director. He/she supports the MESA faculty advisors working closely with the local community MESA advisory board, and maintains open communication with all school district and community parties which have an interest in the success of the MESA program.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs and coordinates the MESA programs in consultation with the Math, Science and Engineering division chair to plan development and implementation of the program.
2. Meets regularly with MESA state-wide director to report on progress of the of the program and to develop plans for further development and implementation of Cabrillo's program.
3. Maintains regular contact with MESA state-wide office; completes reports and evaluations, compiles data and prepares status reports as required or requested and attends in-service, orientation, training and other scheduled meetings of MESA directors and advisors arranged by MESA state-wide office.
4. Hires, trains, supervises and evaluates assigned staff.
5. Consults with faculty, administrators of support services, tutors and study group leaders to assist in improved delivery of services to students.
6. Maintains contact with local industries and businesses through regular reports which keep them informed about MESA in order to encourage summer jobs, field trips, speakers and other support for the program.
7. Prepares mid-year and annual program and financial reports and other reports as required or assigned.
8. Develops and manages MESA program budget; processes budget items, monitors expenses, and assists faculty sponsor in planning of future budgets.
9. Maintains files on MESA students with information on student status. Maintains contact with students through personal discussions, regular meetings and other activities.
10. Reviews all admission applications from underrepresented minority students and recommends admission to MESA.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

11. Works with division chairs to select best available students to tutor or lead study groups in math, engineering, and science for MESA students.
12. Develops a center tutoring and study program which includes recruitment and training of peer, college, and volunteer tutors; and coordinating individual, workshop, small and large group study activities.
13. Recruits and schedules speakers for meetings of MESA students.
14. Plans, schedules, and coordinates activities related to student recruitment, career advising and job orientation for students, and activities related to academic advising and transfer requirements.
15. Collects appropriate data to assist in preparation of grant proposals.
16. Performs related duties as required or assigned to ensure success of the Cabrillo College MESA program.

QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university, preferably in a math-based field (one requiring calculus or equivalent); a minimum of three years successful work experience in teaching, industry, or a profession involving work with students in math-based fields; experience directing activities requiring management and leadership skills; experience working with educational institutions; familiarity with organizational, operational and structural functions of post-secondary school systems.

Knowledge and Abilities:

Ability to work effectively with local industry, business, and community organizations and with parents groups; work in a multiethnic environment with African American, Mexican American, American Indian, and other Latino American students with career interests in engineering, science, and other mathematics based fields; deliver academic services to students aimed at improving academic, study, test-taking and other skills in math-based fields; supervise, train, and evaluate staff; work independently, assume responsibility, and take initiative in leadership and management of the program. Skill in writing and oral communication, and in student advising.

AUTHORITY AND RESPONSIBILITY

The MESA Program Director directly supervises all classified and temporary hourly staff under his/her direction. The MESA center director is responsible for the administration and management of the center's operation, including the program budget.

Adopted: July 6, 1992
Revised: August 5, 1996
Revised: August 28, 2000