

Position: Academic Coordinator, MESA School Program

DEPARTMENT:	MESA Schools Program
IMMEDIATE SUPERVISOR:	MESA Center Director
POSTING DATE:	10/7/2014
CLOSING DATE:	10/30/2014
SALARY:	\$15 - \$20 per Hour (DOQ/E)
EXEMPT STATUS:	Non-Exempt (Hourly)

GENERAL NATURE OF POSITION: The Academic Coordinator for the MESA Program assists in planning, organizing, and coordinating day-to-day operations of the MESA Center. The Academic Coordinator's responsibilities include the following: coordinating the school-site implementation of the MESA academic preparation model; coordinating student outreach, recruitment, and selection efforts, providing academic, college, financial aid, and career advising to MSP students and their parents; developing, planning and coordinating MESA academic preparations components such as Academic Excellence Workshops, SAT preparation workshops, and study skills training; recruiting, training and supervising MESA school site advisors; coordinating and planning MESA extra-curricular activities such as campus visits, fieldtrips, Saturday Academies, summer programs, and MESA Day competitions; assisting with collaboration efforts between the Center's MSP program and other MESA-related programs in the area including MESA Community College Program, and MESA Engineering Program.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Coordinates the implementation and/or expansion of the Statewide MESA academic preparation model at designated middle schools and high schools.
2. Plans and coordinates programs and activities for students and parents in coordination with school-site advisors and MESA Center.
3. Develops and/or coordinates MESA academic preparation and enrichment components such as Academic Excellence Workshops, tutoring, SAT preparation workshops, study skills training, Individual Academic Plans, career and college advising, MESA Day competitions, fieldtrips, guest speakers, incentive awards, and extracurricular intensives such as Saturday Academies & Summer programs.
4. Assists in coordinating periodic meetings with school-site advisors, industry board members, school-site district administrators, university and community leaders, etc.
5. Assists in the outreach, recruitment, and selection of qualified (educationally disadvantaged) students for the program.
6. Meets regularly with the MESA Center Director and other Center staff to review programs and activities and discuss methods to achieve program goals.
7. Assists with the tracking of each school site's and the Center's overall retention and graduation data.

8. Keeps abreast of changes in local, state, and federal education policies as they relate to K-12 math and science) academic standards and undergraduate outreach and recruitment policies, college admissions and transfer requirement, as well as, financial aid guidelines and procedures.
 9. Attends regular Statewide Center Directors meetings and other professional development/training meetings, workshop, and conferences as required and/or needed.
 10. Assists in the effective management and administration of other Center-related duties and activities as assigned.
 11. Assists with the development of collaborative efforts between the Center's MSP project and other MESA-related programs in the area including MESA CCCP and MEP.
 12. Assists in the effective management and administration of other MESA Center-related duties and activities as needed.
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INTERPERSONAL CONTACTS:

1. The MESA Coordinator reports directly to and receives general supervision from the MESA Center Director.
 2. Interacts daily with MESA staff, K-12 students and families, school site teachers, college students, university staff, school-site administrators, industry personnel and school personnel.
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QUALIFICATIONS:

1) Education and Experience

Bachelor's Degree required (preferably in a math-based or education-related field).
Minimum of two years of professional experience (preferably in a math-based or education-related field such as engineering, mathematics, academic advising/counseling, career counseling, pupil personnel services, or education administration).

2) Knowledge, Skills and Abilities required

- Excellent written and oral communication skills.
- Advanced skills in the use of computer word-processing and database programs.
- Effective program management & solid organizational skills.
- Skills in effective planning and coordinating multiple programs and activities.
- Demonstrated skills and ability to establish and maintain a productive and effective working relationship with students, parents, teachers, University and school district faculty, staff, and administrators, as well as, industry and community representatives.
- Demonstrated knowledge of the MESA academic preparation model components.
- Demonstrated knowledge of the University of California A-G requirements, as well as, local, state, and federal educational policies and standards.
- Demonstrated knowledge and/or experience working in an academic advising arena.
- Ability to effectively advise and counsel students and parents from educationally disadvantaged background regarding academic, college, financial aid, and career issues.
- Ability to independently assume responsibility and take initiative for establishment of programs.

3) Physical Requirements

- Must be able to operate a PC including a mouse and keyboard.
- Must be able to operate office equipment.
- Must be able to use a telephone and/or headset.
- Must be able to navigate uneven surfaces and carry materials weighing up to 50 lbs. with or without aids.
- Must be able to drive own vehicle to local sites.

4) Complexity of Duties

- Works with minimal direction on assigned projects/programs. Exercises fairly independent judgment in developing methods and evaluating criteria for achieved results.

- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both independently or in a group/team effort.
- Work has high impact on department's ability to provide effective customer service and ability to meet deadlines.
- Evening and weekend work will be required throughout the year.
- Must have a valid drivers' license and satisfactory driving record. Will be asked to provide proof of insurance. Will be asked to complete the SJSU driving course.
- Must be able to pass the Live Scan background check process, which entails fingerprinting.

SUPERVISORY RESPONSIBILITIES:

All staff reports to Center Director. This position will, under the direction of the MESA Center Director, drive program implementation. This position may provide direction and oversight to team projects, and direct and assign student staff during project implementation.

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Foundation Human Resources Department, through the Foundation's web site at <http://www.sjsufoundation.org>, or in person by visiting the Foundation, located at 210 N. Fourth Street, 4th Floor, San Jose, CA (corner of St. James & Fourth St.) An application will be required for those interviewed.

San Jose State University Research Foundation
Attn: HR/Job Code Acad Coord
210 North Fourth St.
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION

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The SJSURF has implemented California State University Executive Order 1083 (<http://www.calstate.edu/eo/EO-1083.pdf>). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.
