

## YUBA COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: MESA SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director of the Mathematics, Engineering and Science Achievement Program (MESA),

assist in the delivery of daily support services on and off-campus for MESA eligible students; provide or give proper referrals for personal, vocational and academic advice; assist with program development, planning and implementation.

#### **REPRESENTATIVE DUTIES:**

Assist in developing and implementing programs and services to recruit and retain program participants; participate in the evaluation of program effectiveness; prepare necessary reports. (E)

Assist in monitoring of the allocation and expenditure of funds for program services such as tutoring, counseling, and recruiting. (E)

Provide assistance to students in identifying and developing educational, career and vocational needs and goals. (E)

Explain program services to students, staff, high schools and community agencies. (E)

Assist in developing in-service programs and activities to promote instruction, develop awareness of participants' needs and improve communications; conduct workshops and training sessions. (E)

Review, analyze and process applications and make decisions regarding eligibility status. (E)

Assist students in completing forms; arrange placement exams as necessary; conduct workshops on the completion of required forms. (E)

Consult with faculty regarding appropriate placement of students, monitor student progress and coordinate tutor assistance as needed. (E)

Maintain program records; gather and provide program data for inclusion into special reports. (E)

Provide personal, financial, academic, and career advice to program students as necessary or make appropriate referral. (E)

Assist in the coordination of fieldtrips and assist participants in completing required forms; assist with transportation of program participants. (E)

Assist in coordination of summer programming and assist participants in completing required forms; and assist with the transportation of program participants. (E)

Assist in recruiting, selecting of, training and providing work direction to MESA Tutors and Advisors. (E)

Assist in the planning, organizing, and evaluating of the MESA Program operations. (E)

Participate in a variety of MESA and related advisory committees; on and off campus meetings; professional

meetings and workshops as necessary. (E)

Assist in coordinating MESA Day, MESA Parents Day and the MESA Banquet; assist participants in completing required forms. (E)

Conduct program workshops on campus, at high schools, and on parent nights; make presentation; interview students and parent; and inform students and parents of the MESA Program. (E)

Maintain current knowledge of rules, regulations and guidelines related to MESA programs; assure compliance with rules and regulations; participate in the analysis of new or proposed legislation for possible impact on the programs.

Provide leadership and guidance for student clubs and activities.

Perform related duties as assigned.

**KNOWLEDGE OF:**

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

Oral and written communication skills.

Methods and practices of record-keeping and reporting.

Interviewing techniques.

**ABILITY TO:**

Assist in the coordination and direction of daily support services on and off-campus for low-income and potential first-generation college students.

Provide personal, vocational and academic information and advice.

Assist with the planning, organization, supervision and evaluation of MESA Program operations and services.

Analyze, interpret, apply and explain policies and procedures.

Learn MESA requirements, guidelines, goals and objectives.

Interview effectively and obtain relevant facts.

Make presentations to groups.

Organize and assemble data and prepare reports.

Learn fundamentals of college procedures and services applicable to MESA students.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Train and provide work direction to tutors.

Work confidentially with discretion.

Learn applicable sections of State Education Code and other applicable laws.

Learn District organization, operations, policies and objectives.

Appreciate and understand the diverse socio-economic, cultural, ethnic and academic background of community college students.

Operate office equipment including a computer.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree and one year of experience working with disadvantaged students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid driver's license.

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Lifting light objects.