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| Position Information | |
| Title | Assistant Director - MESA - 1.0 FTE - 12 month |
| Job Category | Management |
| Position Number | |
| Location | |
| Job Description | <p>BASIC FUNCTION:</p> <p>Under the direction of the MESA Director, the MESA Assistant Director is responsible for assisting in the management and supervision of the daily operation of the MESA program. Major duties include coordinating, planning, developing and implementing program objectives in compliance with Title 5 and internal policies and procedures. The incumbent will also be responsible for evaluating assigned classified staff and student assistants, ensuring proper training in their areas of responsibility.</p> |
| Job Duties | <p>REPRESENTATIVE DUTIES AND RESPONSIBILITIES:</p> <p>Oversee the daily operations of the MESA center and ensure a student-centered and inclusive environment.</p> <p>Direct the MESA Program in the absence of the Director.</p> <p>Train, supervise and evaluate the performance of assigned program staff and student workers.</p> <p>Evaluate the validity of student eligibility for MESA program with supporting documentation of financial and educational criteria required for operational program reviews.</p> <p>Collaborate with faculty, staff, and counselors to promote the MESA program and ensure student success.</p> <p>Assist in overseeing the activities and coordination of the Makerspace.</p> <p>Interpret and implement Board policies and applicable requirements of Title 5 as they affect the MESA program.</p> <p>Review the integrity of all student records, including Educational Plans and program eligibility supporting documentation.</p> <p>Assist in the program review process and the development and implementation of Department Service Area Outcomes (SAOs), including assessment methods.</p> <p>Prepare reports, maintain organized recordkeeping for internal evaluations and audits; ensure accurate and timely data entry and reconciliation.</p> <p>Assist in managing the MESA services, including program intake and orientation, counseling and advising, peer mentoring, transfer assistance, events and activities.</p> <p>Supervise, direct and ensure the preparation, updating, and maintenance of paper and electronic records, files, and reports of MESA students regarding academic progress, contractual agreements, and program requirements.</p> <p>Supervise the coordination of MESA program components with the Financial Aid Office; CalWORKs, Admissions, Bookstore, EOP&S, Career Center, and Transfer Center.</p> <p>Assist in the preparation and administration of annual program budgets; maintain program budget and records of expenditures when assigned; provide input and recommendations regarding staffing, equipment and supply.</p> <p>Direct the coordination of high school visits and other community-based organizations for the purpose of recruiting potential MESA students; ensure outreach and recruitment goals are met.</p> <p>Plan and coordinate student orientations, meetings and workshops</p> |

Maintain website updates, social media and program brochures to ensure that prospective students have access to current information.

Recommend methods and procedures to identify and respond to special needs of those students meeting the eligibility criteria for MESA program.

Provide clearly written reports and analysis when requested or appropriate.

Assist in the development and coordination of the MESA Advisory Council.

Act as an advocate for the MESA program and the needs of their student population.

Serve on appropriate committees.

Perform related duties as assigned.

KNOWLEDGE OF:

Principles and practices of effective management, supervision and evaluation of college operations and related services.

Accounting/governmental budgeting principles and the use of computers as a management tool.

District policies, procedures, and regulations regarding facility use.

Planning, and organizing the services of the MESA program and center.

Principles and practices of supervision and training.

Analyzing situations accurately and adopting an effective course of action.

ABILITY TO:

Operate a variety of office equipment, including computer, appropriate software and audio-visual equipment

Communicate effectively both orally and in writing.

Relate effectively with a wide variety of students, faculty, staff and community members.

Demonstrate sensitivity to and respect for a diverse student population.

Understand and apply FERPA, Title 5, state regulations, policies and procedures.

Supervise assigned staff, assign workload and provide staff training as required.

Apply interpersonal skills using tact, patience and courtesy.

Plan, organize, manage, and evaluate workflow; analyze systems, recognize problems, and develop alternative solutions

Work independently and effectively; supervise multiple operations

Establish positive community, staff and student relations

Maintain records and prepare reports

Establish and maintain cooperative and effective working relationships with others

Prioritize, plan and organize work

Meet schedules and time lines

Read, interpret, apply and explain rules, regulations, policies and procedures

Train, supervise and evaluate personnel

Multitask effectively and be detail oriented

Have sensitivity to and understanding of the diverse and underrepresented, low-income, academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college students.

**Required
Qualifications**

**Desired/Preferred
Qualifications**

EDUCATION AND EXPERIENCE: Any combination equivalent to: a Bachelor’s degree or equivalent from an accredited college or university and one year of increasingly responsible

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| | experience in student services or in a related field, including experience in a lead or supervisory capacity. |
| Physical Demands | <p>WORKING CONDITIONS: ENVIRONMENT: Classroom, lab and/or office environment.</p> <p>PHYSICAL ABILITIES: Communicating to exchange information Reading various materials Dexterity of hands and fingers to operate a computer keyboard Sitting for extended periods of time Bending at the waist, kneeling or crouching Drive to required sites Reaching overhead, above the shoulders and horizontally. Lifting moderately heavy objects.</p> |
| Special Conditions for Eligibility | |
| FLSA | Exempt |
| Range/Step | Range 10, Management Salary Schedule |
| Salary | \$4212 - \$4858/MO. |
| Benefits Information | <p>PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS).</p> <p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$24,000 annually with no out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, one (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security, 457/403b options, 22 Vacation days , 12 days of sick days, use or lose days and 20 holidays.</p> <p>SALARY: Step 1: \$50,549/yr - \$58,300/yr. Range 10, Management Salary Schedule, initial placement will not be higher than Step 5 of the salary schedule. The top step for this position is \$69,436/YR.</p> <p>* This position is anticipated to be assigned to Woodland Community College but may be assigned temporarily or permanently within the District.</p> <p>If you require reasonable accommodation to apply for this position, contact the Human Resources Office at (530) 741-6975.</p> <p>WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> |

WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.

INTERVIEW: Candidates selected for an interview will be required to visit Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.

PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

EEO Statement

As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.