

Position Information	
Title	MESA Specialist
Job Category	Classified
Position Number	
Location	
Job Description	<p>*CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL*</p> <p>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</p> <p>give proper referrals for personal, vocational and academic advice; assist with program development, planning and implementation.</p>
Job Duties	<p>REPRESENTATIVE DUTIES:</p> <p>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)</p> <p>Assist in monitoring of the allocation and expenditure of funds for program services such as tutoring, counseling, and recruiting. (E)</p> <p>Provide assistance to students in identifying and developing educational, career and vocational needs and goals. (E)</p> <p>Explain program services to students, staff, high schools and community agencies. (E)</p> <p>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)</p> <p>Review, analyze and process applications and make decisions regarding eligibility status. (E)</p> <p>Assist students in completing forms; arrange placement exams as necessary; conduct workshops on the completion of required forms. (E)</p> <p>Consult with faculty regarding appropriate placement of students, monitor student progress and coordinate tutor assistance as needed. (E)</p> <p>Maintain program records; gather and provide program data for inclusion into special reports. (E)</p> <p>Provide personal, financial, academic, and career advice to program students as necessary or make appropriate referral. (E)</p> <p>Assist in the coordination of fieldtrips and assist participants in completing required forms; assist with transportation of program participants. (E)</p> <p>Assist in coordination of summer programming and assist participants in completing required forms; and assist with the transportation of program participants. (E)</p> <p>Assist in recruiting, selecting of, training and providing work direction to MESA Tutors and Advisors. (E)</p> <p>Assist in the planning, organizing, and evaluating of the MESA Program operations. (E)</p> <p>Participate in a variety of MESA and related advisory committees; on and off campus meetings; professional meetings and workshops as necessary. (E)</p>

	<p>Assist in coordinating MESA Day, MESA Parents Day and the MESA Banquet; assist participants in completing required forms. (E)</p> <p>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)</p> <p>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.</p> <p>Provide leadership and guidance for student clubs and activities.</p> <p>Perform related duties as assigned.</p> <p>KNOWLEDGE OF:</p> <p>Correct English usage, grammar, spelling, punctuation and vocabulary.</p> <p>Oral and written communication skills.</p> <p>Methods and practices of record-keeping and reporting.</p> <p>Interviewing techniques.</p> <p>ABILITY TO:</p> <p>Assist in the coordination and direction of daily support services on and off-campus for low-income and potential first-generation college students.</p> <p>Provide personal, vocational and academic information and advice.</p> <p>Assist with the planning, organization, supervision and evaluation of MESA Program operations and services.</p> <p>Analyze, interpret, apply and explain policies and procedures.</p> <p>Learn MESA requirements, guidelines, goals and objectives.</p> <p>Interview effectively and obtain relevant facts.</p> <p>Make presentations to groups.</p> <p>Organize and assemble data and prepare reports.</p> <p>Learn fundamentals of college procedures and services applicable to MESA students.</p> <p>Communicate effectively both orally and in writing.</p> <p>Establish and maintain cooperative and effective working relationships with others.</p> <p>Work independently with little direction.</p> <p>Train and provide work direction to tutors.</p> <p>Work confidentially with discretion.</p> <p>Learn applicable sections of State Education Code and other applicable laws.</p> <p>Learn District organization, operations, policies and objectives.</p> <p>Appreciate and understand the diverse socio-economic, cultural, ethic and academic background of community college students.</p> <p>Operate office equipment including a computer.</p>
Required Qualifications	EDUCATIONS AND EXPERIENCE: Any combination equivalent to: associate's degree and one year of experience working with disadvantaged students.
Desired/Preferred Qualifications	
Physical Demands	<p>LICENSES AND OTHER REQUIREMENTS:</p> <p>Valid driver's license.</p>

	<p>ENVIRONMENT:</p> <p>Office environment.</p> <p>Driving a vehicle to conduct work.</p> <p>Constant interruptions.</p> <p>PHYSICAL ABILITIES:</p> <p>Hearing and speaking to exchange information and make presentations.</p> <p>Seeing to read a variety of materials.</p> <p>Dexterity of hands and fingers to operate a computer keyboard.</p> <p>Sitting for extended periods of time.</p> <p>Lifting light objects.</p>
Special Conditions for Eligibility	
FLSA	Non-Exempt
Range/Step	\$1736.92 - \$1905.94/mo.
Salary	(Range 24, CSEA Salary Schedule; initial placement will not be higher than Step 3 of the salary schedule, the top step for this position is \$2713.92/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: Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security, 457/403b options, Vacation days – 7.33 hrs per month for the first year, 96 hours of vacation leave per years 1-5, 12 sick days and 20 holidays. Leave is pro-rated based on FTE of the position.</p> <p>SALARY: Step 1: \$19,106.10/YR – \$20,965/YR. - Range 24, CSEA Salary Schedule, initial placement will not be higher than Step 3 of the salary schedule, the top step for this position is \$27,133.93/YR.).</p> <p>•This position is anticipated to be assigned to the Lake County Campus but may be assigned temporarily or permanently within the District.</p> <p>If you require reasonable accommodation to apply for this position, contact Maribel Gaytan at the Office of Human Resources 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> <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.</p> <p>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.</p> <p>FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.</p>

	<p>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.</p> <p>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.</p>
EEO Statement	<p>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.</p>