Position: Academic Coordinator – High School MESA Schools Program

DEPARTMENT: MESA Schools Program
IMMEDIATE SUPERVISOR: MESA Center Director
POSTING DATE: 11/02/2017
CLOSING DATE: Posted Until Filled
SALARY: Range of $18 - $25 per Hour (DOQ/E) Benefit Full time
EXEMPT STATUS: Non-Exempt (Hourly)

GENERAL NATURE OF POSITION: The MESA Academic Coordinator assists in planning, organizing, and coordination of day-to-day operations of the MESA Center. The MESA 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 Academic Excellence Workshops, SAT preparation workshops, and study skills training; recruiting, training, overseeing, assigning, and directing MESA school site advisors; coordinating and planning MESA extra-curricular activities such as campus visits, fieldtrips, Saturday Academies, summer programs, and MESA Day competitions; assist 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 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. Coordinates periodic meetings with school-site advisors, 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 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 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 needed.
11. Assists with the development of collaborative efforts between the Center’s MSP project and other MESA-related programs in the area including MESA CCP and MEP.
12. Assists in the effective management and administration of other MESA Center-related duties and activities as needed.

INTERPERSONAL CONTACTS:

1. The MESA Academic 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.

QUALIFICATIONS:

1) Education and Experience
   Bachelor’s Degree in related field (counseling, engineering, education or other related degrees).

   Minimum of two years’ professional experience (math-based or education-related field such as engineering, mathematics, academic advising/counseling, career counseling, pupil personnel services or other related fields) highly preferred.

2) Knowledge, Skills and Abilities required
   a) Excellent communication skills, oral, written, and presentation.
   b) Effective program management & solid organizational skills.
   c) Demonstrated skills and ability to establish and maintain effective and productive working relationships across all levels, with students, parents, teachers, University and school district faculty, staff, and administrators, as well as, industry and community representatives.
   d) Demonstrated knowledge of the MESA academic preparation model components.
   e) Demonstrated knowledge of the University of California A-G requirements, as well as local, state, and federal educational policies and standards.
   f) Demonstrated knowledge and/or experience working in an academic advising arena.
   g) Advanced skills in the use of computer word-processing and database programs (i.e. Microsoft Office Applications).
   h) Ability to effectively advise and counsel students and parents from educationally disadvantaged backgrounds about academic, college, financial aid, and career issues.
   i) Effective planning skills, and able to coordinate multiple programs and activities.
   j) Ability to independently assume responsibility and to take initiative for establishment of programs.

3) Physical Requirement
   a) Must be able to operate a PC including a mouse and keyboard.
   b) Must be able to operate office equipment.
   c) Must be able to use a telephone and/or headset.
   d) Must be able to navigate uneven surfaces and carry materials
   e) Must be able to drive own vehicle.
4) Complexity of Duties
   a) Exercises fairly independent judgment in developing methods and evaluating criteria for achieved results.
   b) Works on projects where analysis of data or solutions requires an evaluation of various factors.
   c) Works with minimal direction on assigned projects/programs.
   d) Works on a variety of projects at any given time – multi-task.
   e) Ability to work both independently or in a group/team effort.
   f) Work has high impact on department’s ability to provide effective customer service and ability to meet deadlines.
   g) Various evening and weekend work required throughout the year.
   h) Must own vehicle and have a good driving record. Will be asked to take the CSU Drivers’ course.
   i) Must be able to pass fingerprinting and tuberculosis testing.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.

SUPERVISORY RESPONSIBILITIES:
None. However, is responsible to train, guide, assign, direct Student Assistants in the program.

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, including the job description, may be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html. You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

San Jose State University Research Foundation
Attn: HR/Job Code MESA AC
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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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.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.