Position: DIRECTOR, MESA / MSP PROGRAM

DEPARTMENT: MESA Program
IMMEDIATE SUPERVISOR: Associate Dean, College of Science
POSTING DATE: February 09, 2016
CLOSING DATE: Posted Until Filled
SALARY: Low to high $80K, DOQ/E
Full time Benefited
EXEMPT STATUS: Exempt

GENERAL NATURE OF POSITION: MESA/MSP (Mathematics, Engineering, and Science Achievement/MESA Schools Program) is one component of the statewide educational program that serves students in the 6th – 12th grade level schools. MESA serves educationally disadvantaged students and emphasizes, to the extent possible by law, participation by students from groups with low eligibility rates for four-year colleges. The SJSU MSP Center assists the K-12 schools in Santa Clara County to help their students achieve high academic performance in Mathematics and Science; to increase their awareness of higher education and careers, and to develop their leadership skills.

MESA achieves its goals by the use of academic enrichment, group study, SAT preparation, academic and financial aid advising, career exploration, parent involvement, and teacher training. More information about the MESA model and the other components of the MESA program may be found on the MESA website at http://mesa.ucop.edu/program/mesa-schools-program/

The MESA Director is responsible for the management and operations of the MESA Schools Program Center. The SJSU Center includes the following components: 1,000 enrolled students in 22 Chapters (11 middle schools and 11 high schools) in 7 school districts; this includes an Industry Advisory Board, a student leadership component, participation in regional science and Engineering Fairs, and board membership in partnered educational organizations.

The SJSU MESA center presently employs four full-time and one half-time staff. MESA Advisors (teachers) carry out activities at each individual school site assisted by the SJSU Center.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. By working closely with members of the MESA Industry Advisory Board, school districts, schools sites, and other professional organizations, establishes MESA Chapters at the school sites.

2. Manages the Center’s budget.

3. Secures external funding and in-kind support for the program through grant proposals and fundraising campaigns.

5. Responsible for communication platforms on social media, newsletters, and media packets; and serves as the official spokesperson for the Center.

6. Reports the Center’s progress to the Statewide MESA Office, the College of Science, and participating school districts.

7. Provides supervision and professional development for the MESA Advisors and Center Staff.

8. Directs the collaboration with other educational efforts.

9. Establishes strategic growth and work plan for 1 and 3 years of program progress.

10. Supports and participates in local and state legislative initiatives in STEM and/or education.

INTERPERSONAL CONTACTS:

- The MESA/MSP Director reports directly to and receives general supervision from the Associate Dean of the SJSU College of Science.
- The incumbent also receives program guidance and direction from and works closely with the Statewide MESA/MSP Director.
- Works closely with members of the MESA Industry Advisory Board, school districts, schools sites, and other professional organizations to establish positive and productive professional partnerships.
- Works closely with SJSU campus and San Jose State University Research Foundation employees across all levels.

QUALIFICATIONS:

1) Education and Experience

- Bachelor’s degree is required; a Master’s Degree in an Education, Engineering or related field is preferred
- Minimum of three years of relevant experience in program management of educational or non-profit programs. Highly prefer experience in working in higher educational institution/academic environment.

2) Knowledge, Skills and Abilities required

a) Demonstrated skills and ability to establish and maintain effective and productive working relationships across a diverse community of students, parents, teachers, university and K-12 personnel, as well as industry and community members. Understanding of educational non-profit and higher education institutions in relation to community outreach. Prefer an incumbent with an established network of industry, community, and key partners for potential support of program initiatives.

b) Demonstrated experience in a leadership role involving managing multiple priorities.

c) Experience and skill in supervising and actively developing a diverse staff, including students, teachers, and community members.

d) Expertise with budget planning and reporting, resource mobilization and allocation.

e) Solid communication skills, oral, written, and presentation, to facilitate communications individuals and groups, internal and external.

f) Solid writing skills to prepare proposals, comprehensive reports, program description, program outlines and content materials informational articles and publicity, and general business correspondence.

g) Solid experience in Microsoft Office (Word; Excel; PowerPoint) for developing written communications and presentations.

h) Demonstrated ability to raise and diversify funding to programs.
i) Proven experience in successful strategic planning and the execution of plans to help achieve goals.

j) Experience working with diverse and disadvantaged students, including but not limited to low income and first-generation college-bound students. An understanding of the challenges and knowledge of successful programs to improve the achievement of educationally disadvantaged groups in math and science based disciplines.

3) Physical Requirements

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 stoop, bend, and use stairs frequently and regularly.
f) Must be able to drive own vehicle.
g) Core business hours may vary, with flexibility required to accommodate meeting, programming, and emergency needs.
h) Evenings and weekends for special events is required.
i) Limited travel opportunities for professional development and alumni reunions.

4) Complexity of Duties

a) Exercises 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) Work has high impact on department’s ability to provide effective services and ability to meet deadlines.
d) Works with minimal direction on projects/programs.
e) Works on a variety of projects at any given time – multi-tasks
f) Works both independently or in a group/team effort.
g) Various evening and weekend work required throughout the year.

SUPERVISORY RESPONSIBILITIES:

Will provide leadership and direction to four full-time exempt and non-exempt level staff, and one part time non-exempt level subordinate.

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 Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

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

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a 501 (c) (3) non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65
million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION (SJSURF) is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

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.

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.