Position: Academic Coordinator
MESA Pre-College Program

DEPARTMENT: MESA College Prep Program
IMMEDIATE SUPERVISOR: Project Director
POSTING DATE: September 14, 2021
CLOSING DATE: Open Until Filled
SALARY: $25.00 - $30.00, DOQ/E
STATUS: Non-Exempt, Full Time, Benefited

GENERAL NATURE OF POSITION:
The MESA academic coordinator assists in planning, organizing, implementing, and coordinating day-today operations of the MESA Center.

ESSENTIAL DUTIES & RESPONSIBILITIES:
1. Coordinates the implementation and/or expansion of the Statewide MESA academic preparation model at designated schools.

2. Actively assists in planning, implementing, and coordinating the operation of programs and activities for students and parents in collaboration with school-site advisors and MESA Center.

3. Assists in developing and coordinating 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. Will participate in these meetings as appropriate.

5. Assists in the outreach, recruitment, selection, and placement of qualified (educationally disadvantaged) students for the program.
6. Assists with the tracking of each school site and the Center's overall retention and graduation data.

7. Meets regularly with the MESA project director and other Center staff to review programs and activities and discuss methods to track and achieve program goals.

8. Attends regular meetings and other professional development/training meetings, workshops, and conferences as required and/or needed.

9. 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 requirements, as well as, financial aid guidelines and procedures.

10. Assists in the effective management and administration of both MESA and 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 areas including MESA CCP and MEP 12. Other duties and responsibilities, as assigned.

INTERPERSONAL CONTACTS:
- The MESA academic coordinator reports directly to and receives general supervision from the MESA project director.
- Regularly and frequently interacts with MESA staff, K-12 students and families, school-site teachers, college students, university staff, school-site administrators, industry personnel and school personnel, and vendors

SUPERVISORY RESPONSIBILITIES:
None. However, this position does provide oversight, and assigns, directs and provides training for other employees as to their day to day activities. All staff reports to the project director.

QUALIFICATIONS:
1) Education and Experience
   - An Associate of Arts degree or equivalent in a related field, such as counseling, engineering, education, or related is required. A Bachelor's degree is preferred.
   - Two years of professional experience in a responsible office or educational setting, for example, experience as an office manager, or counselor, or school administrator, or related is preferred.

2) Knowledge, Skills, and Abilities required
   - Excellent written, oral, and presentation skills.
   - Demonstrated skills and ability to establish and maintain solid and professional working relationships with students, parents, teachers, SJSU and school-district faculty, staff, and administrators, as well as industry and community representatives.
• Advanced skills in the use of computer word-processing and database programs (i.e., Microsoft applications, including Excel and PowerPoint).
• Demonstrated skills in effective planning and coordinating of programs and activities.
• Experience in advising and counseling students and parents from educationally disadvantaged background about academic, college, financial aid, and career issues is preferred.
• Knowledge and/or experience working in an academic advising arena is preferred.
• Knowledge of the University of California A-G requirements, as well as local, state, and federal educational policies and standards is preferred.
• Knowledge of the MESA academic preparation model components is preferred.

3) Physical Requirement
• Must be able to operate office equipment.
• Must be able to carry, lift, push, and pull materials and objects of up to 25 lbs. occasionally.

4) Complexity of Duties
• Works with minimal direction on all assigned projects.
• Exercises independent judgment in developing effective resources and curriculum.
• Works independently in maintaining both electronic and hard copy records on participants.
• Works independently in recruiting and establishing faculty mentor matches.
• Works in conjunction with faculty in designing research projects for participants.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Additionally, 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.

BENEFITS:
The San José State University Research Foundation (SJSURF) provides an excellent benefits package to benefited employees. The comprehensive benefit package includes:
   a) Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
   b) Employer paid dental and vision for both employee and eligible dependents.
   c) Life, AD&D, LTD with supplemental coverage opportunities.
   d) 13 paid federal & state holidays.
   e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
   f) Vacation hours accruals and separate sick hours accumulations.
   g) Employee discounts.
   h) Paid training and professional development conferences.

Please visit the Benefits & Compensation page on the SJSU Research Foundation website for more detailed information.
COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee’s job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume, and a cover letter. The applicant may do this via e-mail. The formal employment application is located on the SJSURF website on the Forms page. Due to the COVID-19 health crisis, all candidates must submit their application materials to foundation-jobs@sjsu.edu.

Please address your formal application, your resume, and your letter of interest directly to:

San José State University Research Foundation
Attn: HR/Job Code: ACA COORD MESA
E-mail: Foundation-jobs@sjsu.edu

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.

REASONABLE ACCOMMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring, and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number, and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José 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.

**SJSURF is an equal opportunity employer** and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.