



## **Activity Director – MESA (Mathematics, Engineering, and Science Achievement)\***

**Reports to:** Dean, Mathematics and Sciences

**Dept:** Instructional Services

**Range:** CM-8

**FLSA:** Exempt

**EEO:** Executive/Administrative/Managerial

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### **BASIC FUNCTION:**

Under general supervision, plan, develop, organize, manage, implement and provide direction for the programming, and execution of the Mathematics, Engineering, and Science Achievement (MESA) Center, recruit and hire staff, implement training to ensure student success-centered service, provide leadership for MESA program objectives, and perform related duties as assigned.

### **Supervisory Responsibilities**

1. Recruits, interviews, recommend hires, and trains staff.
2. Oversees scheduling, assignments, and the daily workflow of the department.
3. Provides constructive and timely performance evaluations.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, organize, manage, assign, delegate, review and evaluate the work of staff engaged in the programming, and execution of the MESA Center and program objectives according to state guidelines.
2. Develop and participate in marketing, recruitment, and outreach activities.
3. Foster and support an inclusive educational and employment environment.
4. Collaborate with faculty, and academic support centers, and programs to ensure that program goals are met.
5. Creating student clusters in classrooms, labs, workshops, and discussion groups.
6. Program academic excellence workshops.

7. Develop, coordinate, and facilitate orientation.
8. Coordinate academic (tutoring and learning assistance) and non-academic (career services, basic needs, financial aid, and counseling) support services.
9. Assist in the development, preparation, and administration of district and grant budgets.
10. Maintain appropriate records and controls to assure that the program operates within established limitations and guidelines.
11. Collect and analyze data.
12. Establish and facilitate a MESA Campus Council with faculty sponsors, students, and representatives from various campus departments.
13. Plan, organize, and implement a timely dissemination of information and ensure reporting requirements are met.

**OTHER DUTIES:**

1. Participate actively in departmental teams and their projects.
2. Attend regional and national conferences and workshops related to the MESA Program.
3. Maintain currency in the profession and in applicable technologies.
4. Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**KNOWLEDGE OF:**

1. Applicable federal, state, and local laws, rules and regulations, including California State Education Code and Administrative Code provisions related to community college admissions, registration, attendance accounting and recordkeeping.
2. Principles and techniques of preparing, producing, and disseminating information.
3. Research methods and analysis techniques.
4. Principles and practices of effective management and supervision.
5. Safety policies and safe work practices.

**SKILLS AND ABILITIES:**

1. Ability to demonstrate an equity-minded focus, responsiveness, and sensitivity to and understanding of diverse academic, socioeconomic, cultural, gender identity, sexual orientation, ethnic backgrounds, and physical and learning disabilities.

2. Excellent verbal and written communication skills.
3. Excellent interpersonal and customer service skills.
4. Excellent organizational skills and attention to detail.
5. Excellent time management skills with a proven ability to meet deadlines.
6. Strong analytical and problem-solving skills.
7. Ability to prioritize tasks and to delegate them when appropriate.
8. Proficient with Microsoft Office Suite or related software.
9. Ability to prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials.
10. Ability to make effective decisions under demanding timelines.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Learning Coach, Administrative Support Assistant, student workers, and temporary support staff.

**EDUCATION AND EXPERIENCE:**

Master's degree or equivalent work experience and 5 years minimum experience managing project implementations. The ideal candidate will have experience in student services and/or instructional management at a Hispanic Serving Institute (HSI) (preferably at a community college) and demonstrated commitment to diversity, equity, inclusion, and justice. Desired experience in grant management.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**CONTACTS:**

District administrators, faculty, staff, students, school districts, other college and community organizations, contractors, vendors, and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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Primarily sedentary with intermittent standing, walking, bending, and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.