

San Jose/Evergreen Community College District
Classified Management Job Description

Position: Director, MESA Program

Department: Academic Affairs

POSITION PURPOSE

Under general direction, the Director of MESA Program plans, organizes, directs and integrates operations of the Math, Engineering, Science and Achievement (MESA) Program including strategic planning, staff management and daily operations of the program; develops, coordinates, and implements program objectives to serve current and prospective Science, Technology, Engineering, Mathematics (STEM) students; coordinates MESA student services, plans activities, coordinates tutoring, other community-building opportunities and special events to meet the needs of target student populations; promotes successful student transfers to four-year academic institutions and develops positive working relationships with faculty, staff, and partner institutions to ensure the program's success; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Plans, directs, controls, integrates and evaluates the development and implementation of MESA program goals, objectives, policies and priorities; oversees the daily operations of the MESA Center and participates in service delivery to underrepresented, financially and economically disadvantaged students to ensure a student-centered and inclusive environment.
2. Directs, integrates and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends and administers program policies, procedures and services; recommends services and staffing; ensures compliance with program requirements related to student eligibility, continued eligibility and reporting.
3. Participates in developing and administering the MESA program budget; contributes to the development of and monitors performance against the annual department budget; forecasts funds needed for department staffing, equipment, materials and supplies and approves department expenditures; regularly monitors program outcomes, status and performance metrics for projects/initiatives to ensure results are consistent with budget and expectations; recommends and implements adjustments.
4. Provides day-to-day leadership and collaborates with staff to ensure a high-performance, service-oriented work environment that mirrors District values and supports achieving the department and District's mission and objectives; recruits, supports, and monitors program participants for academic progress and success in transferring to four-year degree programs; develops, schedules, and coordinates student orientation, tutoring, and study programs, including Academic Excellence Workshops, career advising, and leadership training; recruits and schedules guest speakers.
5. Ensures compliance with the Chancellor's Office and state-mandated reporting requirements and timelines; presents program outcome reports to college leadership and constituency groups, community stakeholders, and California Community College Chancellor's Office (CCCCO); maintains records on student enrollment, status, academic performance and reports program information to governing bodies as required; adheres to scheduled updating and maintenance of student records, files and reports regarding academic progress, eligibility, contractual agreements, and other grant conditions.
6. Directs and manages the work assignments and performance of assigned MESA grant employees, student workers and other staff; interviews and participates in selecting employees; trains,

counsels, and disciplines personnel according to established policies and procedures; supervises and evaluates the performance of staff assigned to the grant.

7. Consults with faculty, staff, and administrators to improve delivery of services to students, promote MESA services and to build a program of academic rigor; coordinates with counselors and Division of Math & Science faculty to group students into the same mathematics, engineering, and science classes, labs, workshops and discussion groups; develops, implements and monitors work plans to achieve program goals and objectives; contributes to the development of and monitors program performance.
8. Establishes and strengthens relationships with business industry leaders in service area; provides career opportunities to include field trips, job shadowing, and internships; develops, schedules, and coordinates informational sessions on the transfer process and continued academic pursuits.
9. Organizes outreach events to underserved local high schools to recruit, market and promote program services; monitors and reviews success of outreach efforts, implements changes to program to improve service delivery and advance program objectives; establishes, maintains, and promotes a MESA student club or similar organization to create connections with groups serving underrepresented MESA students; establishes and maintains communication with four-year institutions to encourage a pathway for student transfer.
10. Designs and administers evaluation tools to assess service area outcomes; maintains records and prepares reports and statistics on participating students; researches and identifies trends in support services and modifies service model to meet student needs; performs annual program reviews and adjusts program and services; provides input to improve institutional enrollment management efforts.
11. Prepares and delivers presentations to the Board of Trustees and other board-level groups; maintains records concerning operations and programs, prepares required reports, and responds to surveys as needed.
12. Leads and serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars; participates in governance committees, processes and initiatives.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Objectives of Student Outreach, Recruitment, Retention and Success program and Student Equity requirements.
2. Principles and practices of community college administration.
3. Principles and practices of sound business communication.
4. Federal, state and other applicable laws and regulations and District policies and procedures governing MESA programs including applicable sections of the California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
5. Development and evaluation of programs.
6. Budget preparation and control.
7. Theories and techniques of negotiation, mediation and conflict resolution.
8. Principles and practices of effective management and supervision.
9. Principles and practices of strategic planning.

10. Principles and practices of organizational improvement and culture change.
11. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, direct and evaluate the programs and activities of grant-funded programs in a community college environment.
2. Oversee and administer comprehensive program activities with varying degrees of complexity to meet objectives and goals.
3. Participate in preparing, allocating, tracking, and reporting budgets and other grant program data.
4. Understand, interpret and apply policies and procedures, regulations, government and state code, and other applicable laws.
5. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
6. Interpret and apply administrative policies and procedures as well as pertinent laws, regulations, and ordinances.
7. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
8. Conduct research, interpret data and present reports, proposals and recommendations clearly, logically and persuasively to diverse audiences.
9. Prepare clear, concise and comprehensive correspondence, records, reports, studies and other written materials.
10. Select, motivate and evaluate staff and provide for their training and professional development.
11. Effectively mediate disputes and resolve conflict.
12. Present solutions to management with confidence and effectiveness.
13. Direct, schedule, coordinate and evaluate the work of assigned employees.
14. Build and foster knowledgeable, cohesive and effective work teams.
15. Establish and maintain cooperative and effective working relationships with others.
16. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree from an accredited institution in a STEM discipline or STEM-related field.
2. Five years of grant-funded program experience including two at a supervisory or manager level.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-25

EEO Category: 2B1- Executive/Administrative/Managerial