

COORDINATOR, MESA/TRIO PROGRAMS

DEFINITION:

Under general direction, to plan, develop, implement and manage the MESA (mathematics, engineering and science achievement) and TRIO (Department of Education) programs; to prepare and administer the MESA/TRIO budget; to coordinate the MESA/TRIO program with other college departments and external agencies; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification with accountability for managing the MESA/TRIO program. This classification is distinguished from the Associate Dean level of classification which has greater authority for a broader scope of responsibility, and is a second level manager.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes, develops and manages the MESA/TRIO program;
- Evaluates student needs, external requirements and regulations, and current trends to develops program modifications and improvements;
- Manages, directs, assigns and evaluates the daily work of a counselor and classified staff; trains employees in work procedures, standards and safety practices; interviews and recommends selection of job applicants, appraises employee performance, conducts counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action;
- Prepares and manages the MESA/TRIO budget; monitors and approves expenditures; prepares grant and program fund applications and ensures compliance with requirements; may prepare and manage contracts for services within the program area;
- Prepares and/or manages the preparation of reports, correspondence, records and data, including required reporting related to the MESA/TRIO program;
- Directs and participates in the provision of services to MESA/TRIO students including academic and educational workshops, speakers, academic advising, scholarships and fellowships, campus visits, planned activities, retention strategies, and related;
- Conducts outreach and recruitment efforts for MESA/TRIO;
- Provides liaison and coordination with faculty and other campus departments to identify needs, coordinate services to students, and improve program utilization;
- Coordinates program elements and services with regulatory and other external agencies;
- Attends, participates in and/or leads a variety of internal and external meetings and committees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Supervisory principles and practices including work planning, training, direction and evaluation.
State, community college and other regulations pertaining to the MESA/TRIO program and services.

Principles and practices of program budgeting and monitoring.

Methods and techniques for grant proposal writing.

Basic computer use.

English composition, grammar, spelling and punctuation.

Campus and community resources and referral agencies related to MESA/TRIO students.

Skill in:

Planning, developing, implementing and managing a comprehensive program of services and programs for mathematics, engineering and science achievement.

Planning, organizing, managing and evaluating the work of others.

Reading, interpreting and applying regulations, policies, and procedures related to the program.

Planning and tracking program budgets.

Representing the program at a variety of internal and external committees and meetings.

Establishing and maintaining a variety of records, data and required reports.

Preparing effective written reports and correspondence.

Planning and coordinating special events related to the MESA/TRIO program.

Establishing and maintaining effective working relationships with those contacted in the course of the work; including work with diverse ethnic and cultural backgrounds.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record. As an exempt employee, the incumbent may be asked to work variable schedules.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A bachelor's degree in a relevant field and two years of experience related to provision of student services to enhance student achievement e.g. mathematics, engineering and science achievement or other related field

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting.