

# California State University, Fresno Foundation

## ACADEMIC AND COMMUNITY OUTREACH COORDINATOR – MESA SCHOOLS PROGRAM

### JOB ANNOUNCEMENT #23-540

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Math, Engineering, and Science Achievement (MESA) Program through the California State University, Fresno Foundation.</b> The Academic and Community Outreach Coordinator is a full-time benefited position with the Math, Engineering, and Science Achievement (MESA) Center, through the California State University, Fresno Foundation. This position is grant funded and employment is contingent upon availability of grant funds. The MESA Academic and Community Outreach Coordinator assists in the planning, organizing, outreaching, and coordination of the day-to-day operations of the MESA Center.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under supervision of the Program Director, the Academic and Community Outreach Coordinator is responsible for:</p> <p><b>Program Development &amp; Coordination</b></p> <ul style="list-style-type: none"> <li>• Serve as MESA Academic Coordinator and liaison between MESA Director and school-site MESA Advisors</li> <li>• Serve as MESA Community Outreach Coordinator to MESA participating schools, parents, and students.</li> <li>• Coordinate the implementation and/or expansion of the MESA Statewide academic preparation model at designated middle and high schools (and at elementary schools as needed).</li> <li>• In collaboration with the MESA director, develops, coordinates, and implements MESA academic and enrichment components which include the following:             <ul style="list-style-type: none"> <li>○ Academic Excellence Workshops/Individual Academic Plans</li> <li>○ SAT preparation workshops</li> <li>○ Study skills/leadership training</li> <li>○ Career and college advising</li> <li>○ Saturday Academies/MESA Day competition</li> <li>○ Fieldtrips and guest speakers</li> <li>○ Summer Programs</li> </ul> </li> <li>• Assists in monitoring school site (chapter) performance and the Center’s overall retention and graduation data. Collaborates with MESA staff and MESA school-site advisors and counselors to assure the completion and collection of the required documents. These include the following: Individual Academic Plans, enrollment forms, Parent Authorization Forms, educationally disadvantaged indicator forms, transcripts, student survey forms, Chapter Annual Reports, etc.</li> <li>• Develop Google Sites with college readiness, STEM careers, financial aid, and leadership skills in both English and Spanish.</li> <li>• Assists in the effective management and administration and implementation of other MESA Center-related duties and activities as needed.</li> </ul> <p><b>Academic Advising</b></p> <ul style="list-style-type: none"> <li>• Coordinates and implements activities to provide outreach, recruitment, and selection of qualified (educationally disadvantaged) students for the program.</li> <li>• Assist in the coordination of periodic meetings with school-site MESA advisors and MESA Leadership students.</li> <li>• Assists in planning and preparation of:             <ul style="list-style-type: none"> <li>○ MESA school-site advisor orientations/trainings</li> <li>○ MESA Student leadership training</li> </ul> </li> <li>• Serves as a resource for MESA advisors for program services and implementation issues.</li> <li>• Visit schools to monitor implementation of MESA services and work to resolve any deficiencies, problems, or procedural inefficiencies. Maintain regular and timely communication with MESA teachers, providing immediate feedback in all areas of responsibility.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide overall academic, college, financial aid and career counseling advising to students and parents.</li> <li>• Maintain training videos and resources for MESA Competitions</li> </ul> <p><b>Community Outreach</b></p> <ul style="list-style-type: none"> <li>• Plans, collaborates, and implements STEM activities for MESA students and parents and MESA school-site communities with Lyles College of Engineering (LCOE), LCOE student organizations and community partners.</li> <li>• Assist in the coordination of periodic meetings with industry/education board members and community partners.</li> <li>• Assists in planning and preparation of webinars with Lyles College of Engineering Alumni, and faculty for MESA students, parents, and advisors.</li> <li>• Organizes, attends, and presents at Community events and club fair days at MESA school sites regarding MESA, LCOE, STEM and College Readiness.</li> <li>• Develops parent education and information materials, presentations and Google sites in English and Spanish – including newsletters for parents, posting bi-weekly to MESA Instagram and MESA Website</li> </ul> <p><b>External Relations and Evaluation &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Attend regular Statewide MESA meetings and other professional development/training meetings, workshops, and conferences as required and/or needed.</li> <li>• Meet regularly with the MESA Center Director and other Center staff to review programs and activities and discuss methods to achieve program goals.</li> <li>• Contribute to the collection and analysis of data required to measure program effectiveness.</li> <li>• Provide Center director with written updates on and recommendations for site activities, accomplishments, and challenges.</li> <li>• Other duties as assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree from an accredited university.</li> <li>• Professional experience in mathematics, science, engineering and education, or related field is preferred.</li> <li>• Previous working experience in an education system and /or outreach programs similar to MESA.</li> <li>• Effective program management and solid organizational skills.</li> <li>• Demonstrate knowledge of college entrance requirements, as well as local, state, and federal educational policies and standards.</li> <li>• Ability to present general information to students and parents from educationally disadvantaged backgrounds about academic, college, financial aid and career issues.</li> <li>• Demonstrate analytical, organizational and communication (written and verbal) skills to plan, develop, coordinate activities, programs, staff development presentations and program materials, curriculum, and reports.</li> <li>• Must be proficient in MS Office, particularly Excel and Word, and ideally Access or similar database to basic level, internet, and email.</li> <li>• Ability to independently assume responsibility and take initiative for establishment of programs.</li> <li>• Excellent written and oral communication skills.</li> <li>• Must possess a valid driver’s license, reliable vehicle, and valid insurance as travel may be a requirement of the position.</li> <li>• Bilingual preferred</li> </ul>
<b>COMPENSATION:</b>	<b>\$3,466.67 per month.</b> Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins December 20, 2023; open until filled.</b>

<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>
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**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

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Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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