

MESA Program Manager (Mathematics, Engineering,
Science Achievement) (Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

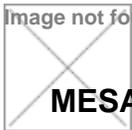
Posted Oct. 18, 2024, set to expire Nov. 14, 2024

Job Title	MESA Program Manager (Mathematics, Engineering, Science Achievement) (Categorically Funded)
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Oct. 18, 2024
Application Deadline	11/14/2024
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5732821

Apply By Email

Job Description

Image not found or type unknown



MESA Program Manager (Mathematics, Engineering, Science Achievement) (Categorically Funded)

Salary: \$121,812.00 - \$153,228.00 Annually

Job Type: Full Time

Job Number: MESA-24

Closing: 11/14/2024 11:59 PM Pacific

Location: Norwalk, CA

Department: MESA-24

Division:

MESA Program Manager (Mathematics, Engineering,
Science Achievement) (Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 18, 2024, set to expire Nov. 14, 2024

Science, Engineering, Mathematics

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on November 14, 2024 at 11:59 PM.

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Division of Science, Engineering, and Mathematics (SEM) is committed to promoting equity, providing service excellence, and ensuring student success as we guide students in investigating and understanding the world in which we live. The Division offers degree programs, certificates, and courses in a variety of disciplines across six departments-biology; chemistry; computer and information sciences; earth sciences; mathematics; and physics, astronomy, and engineering. The Division's rigorous programs of study prepare students to seamlessly transfer into a four-year course of study or to successfully start a career in the workforce. Programs and courses are offered in a variety of formats, including traditional on-campus, hybrid, and fully online sections. In addition to courses at our main campus in Norwalk, we offer classes at multiple educational sites in the area. The SEM Division provides effective, experiential learning environments in the sciences, engineering, and mathematics at the highest standards by using the latest technology in our state-of-the-art laboratories and learning spaces.

MESA Program Manager (Mathematics, Engineering, Science Achievement) (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 18, 2024, set to expire Nov. 14, 2024

The Mathematics, Engineering, Science Achievement (MESA) Program, will be expanded within SEM under the leadership of the MESA Program Manager. The MESA Program assists historically underrepresented students majoring in calculus-based Science, Technology, Engineering and Mathematics (STEM) fields who seek to transfer to a four-year institution. The MESA Program has an innovative center that features a computer lab, study rooms, community space, and student programming. Faculty and staff in MESA cooperatively guide students to the completion of their academic goals by creating an accessible, responsive, constructive, learner-centered space for students to become active, independent, and confident learners.

Summary

Plans, implements, supervises, assesses, and evaluates the activities, programs, information, personnel, and tutor services of the Mathematics, Engineering, Science Achievement (MESA) program. The position also provides complex administrative support to the Dean, Science, Engineering, & Mathematics (SEM).

Distinguishing Career Features

The MESA Program Manager reports to the Dean, Science, Engineering, & Mathematics (SEM) and is responsible for the efficient and effective operations of the MESA program, success center tutoring, and supplemental instruction services. This position requires a demonstrated ability to coordinate and facilitate an instructional support program and supervise employees, including a large team of part time hourly employees.

Job Duties

Essential Duties and Responsibilities

- Responsible for strategic planning and daily management of MESA program, focusing on a student-centered and inclusive environment.
- Develop plans for implementation of MESA in cooperation with the Faculty Sponsor, CCCC Project Monitor, deans, and other faculty members.
- Maintains communications between the MESA program, mathematics, engineering, and science faculty, chairs, and deans, student support services personnel, MESA students, student organizations, related professionals, and campus administrators to build a program of academic rigor.
- Work with department faculty to select best available math, science, computer science, and engineering tutors and/or teaching assistants for MESA students.
- Develop tutoring and study program for MESA, which includes the recruitment and training of tutors, and which incorporates a mix of individual small and large group study activities.

MESA Program Manager (Mathematics, Engineering,
Science Achievement) (Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 18, 2024, set to expire Nov. 14, 2024

- Recruit and schedule speakers for meetings of MESA students.
- Plan, schedule, and coordinate career advising and job orientations for students.
- Plan, schedule, and coordinate activities related to academic advising, including advocacy and selection of a designated MESA counselor.
- Develop, plan, and coordinate activities related to student retention.
- Maintain contacts and encourage the formation of a pipeline and pathway for students between MESA and four-year colleges and universities.
- Coordinates planning of student services for MESA students, including admission, financial aid, scholarships, summer programs and jobs, academic, career, and student advising.
- Work with local businesses and industry to provide opportunities such as internships, job shadowing, field trips, and exposure to the industry environment.
- Ensures student eligibility for the MESA program, that student contractual agreements are met, and maintains program records.
- Recruit students from community college and from high schools within the service area.
- Coordinates evaluation of program activities and accomplishments and recommend steps for continuous improvement.
- Participates in MESA training, evaluation, and other activities.
- Collect and compile data and prepare status reports as required by the California Community Colleges Chancellor's Office (CCCCO) and participate in campus activities that lead to the collection and submission of MESA student data for the CCCCCO Management Information System (MIS).
- Oversee grant activities following defined action plan, track funds, and prepare mid-year and annual programmatic and financial reports of MESA generated funds. Submit periodic reports to the CCCCCO.
- Verify compliance with all aspects of the MESA grant and write grant for refunding.
- Maintain a file on each MESA student and transfer student with information on students' enrollment, academic performance, participation, and current status.
- Work with the local campus staff and/or regional MESA colleagues in order to research and prepare grant proposals for collaborative submissions.
- Maintain regular contact with the CCCCCO MESA Monitor, complete reports and evaluations as requested and attend in-service orientation trainings for MESA Managers.
- Leads, trains, and evaluates assigned personnel. Conducts selection and hiring of personnel according to established policies and procedures.
- Develops schedules and approves absences. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements, state, and federal laws, district board policies, and administrative procedures in personnel matters.
- Coordinates, monitors, and analyzes data and prepares reports, including annual unit plan

MESA Program Manager (Mathematics, Engineering,
Science Achievement) (Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 18, 2024, set to expire Nov. 14, 2024

updates, in support of evidence-based decision making.

- Recommends and implements changes that will improve academic support for students based on quantitative and qualitative data analysis.
- Addresses and resolves a wide variety of concerns and complaints using effective conflict management skills.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Serves on committees and special projects as assigned.
- Interprets and ensures compliance with local, state, and federal regulations as they relate to the department.
- Maintains current knowledge on research, best practices, and new initiatives regarding tutoring, academic success methods, and supplemental instruction, and share the knowledge with the campus community to improve effectiveness of student success efforts across the campus.
- Participates in professional development activities.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Minimum Qualifications for Education and Experience:

1. Requires a master's degree from an accredited college or university and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
2. One or more years of experience delivering academic services to students that improve academic, study, test taking, and other skills where the students are majoring in mathematics-based fields.
3. Minimum of three years of successful work experience in an academic environment that involved leadership and evaluation over staff serving in an area providing student services.
4. Demonstrated sensitivity to a diverse population of students and staff in terms of academic, socioeconomic, cultural, and ethnic backgrounds and abilities.

Desired Qualifications:

- Master's degree in mathematics, education, ESL, educational leadership, counseling, or a related field.
- Demonstrated knowledge and experience with college shared governance structures.
- Experience monitoring and projecting budgets.

**MESA Program Manager (Mathematics, Engineering,
Science Achievement) (Categorically Funded)
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 18, 2024, set to expire Nov. 14, 2024

- Working knowledge of community college instructional programs and student services.
- Ability to work independently, assume responsibility, and take initiative in carrying out assignments.
- Strong writing and communication skills.

Supplemental Information

Knowledge of:

- Office and educational software
- Learning styles and study skills
- Principles and practices of tutoring, supplemental instruction, learning resources
- Principles of training and providing work direction to others
- Principles of conflict resolution
- Policies, objectives, and goals of a tutoring setting or learning center
- Laws and regulations governing California Community Colleges
- Considerable knowledge or regulations and laws related to retention and release of confidential data.
- Human relation skills to convey technical concepts to others and to facilitate a small group learning process
- Skill using proper English grammar, vocabulary, syntax, spelling, and punctuation.

Ability to:

- Perform professional work involving independent judgment in the interpretation and application of policies and procedures requiring tact and effective communication skills
- Plan and coordinate the day-to-day activities of an assigned program or department
- Work effectively in a shared governance environment
- Serve as an effective leadership team member
- Provide customer support from a management level
- Conduct long-range planning
- Mediate and resolve conflict
- Analyze and interpret data and trends
- Demonstrated ability to plan, organize, direct, administer, review, and evaluate programs and services

MESA Program Manager (Mathematics, Engineering,
Science Achievement) (Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 18, 2024, set to expire Nov. 14, 2024

- Exercise sound judgment in the performance of duties
- Work in the interests of the college as a whole
- Manage a department budget
- Strong analysis and problem-solving skills
- Link staffing to customer traffic
- Interpret and apply demographic and other institutional research for purposes of developing student support strategies
- Independently solve subject-related problems in math, basic algebra, writing, ESL, and English
- Listen actively and effectively, identify and solve problems; facilitate learning for students, and build student confidence in learning
- Relate positively to students in a teaching/learning environment, develop and maintain productive and cooperative working relationships, and recognize learning challenges and make referrals for assistance.

Physical Abilities:

This position requires the physical ability to:

- Function indoors in an office environment engaged in work of primarily a sedentary nature with some requirement to move about the campus.
- Must be able to recognize printed material (printed or online) for more than 75% of the expected work time.
- The person in this position frequently communicates with members of the campus community. Must be able to exchange accurate information in these situations.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 28 on District Management Salary Schedule (\$10,151.00- \$12,769.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)



MESA Program Manager (Mathematics, Engineering,
Science Achievement) (Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 18, 2024, set to expire Nov. 14, 2024

Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

An annual stipend of \$4,023 shall be provided to management employees with an earned doctorate degree.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time 12-calendar month categorically funded academic manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Board Policy 2905 will require mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; [Cerritos College - Chapter 2 - Board of Trustees](#). Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's [COVID-19 webpage](#).

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be available to work on site and be able to provide proof of California residency prior to employment.

**** Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

MESA Program Manager (Mathematics, Engineering,
Science Achievement) (Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 18, 2024, set to expire Nov. 14, 2024

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/cv
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4678512/mesa-program-manager-mathematics-engineering-science-achievement-categorical>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



MESA Program Manager (Mathematics, Engineering,
Science Achievement) (Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247325>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 18, 2024, set to expire Nov. 14, 2024

Contact

Staff

Cerritos College

,