Program Activity Manager
San Diego Community College District

Job Title	Program Activity Manager
Department	MESA
Institution	San Diego Community College District
	San Diego, California
Date Posted	Apr. 22, 2025
Application Deadline	05/12/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

Program Activity Manager

San Diego Community College District

Closing Date: 5/12/2025

Position Number: 00120600

Location: San Diego City College

Position Type:

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San Diego Community College District

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Academic

The Position:
Posting Details (Default Section)

Closing Date: 05/12/2025 Open Until Filled No Classification Title Program Activity Manager Working Title Program Activity Manager, Director MESA [Restricted] Recruitment Limits This position is dependent upon this funding. When this funding is no longer available, this position will be terminated and the incumbent's salary and benefits will end. Location San Diego City College Pay Information Range 2 ($8,337.44 - $13,580.81) per month based on the current **Management salary schedule** Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook and is non-negotiable. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE Job Duration 12 Months Position Number: 00120600 FLSA Status Exempt (does not accrue overtime) Bargaining Unit Management Range 2 Position Type Academic Department MESA The Position San Diego City College is seeking a social-justice minded and energetic Program Activity Manager/MESA Program Director. The Mathematics, Engineering, Science Achievement (MESA) Director is responsible for planning, coordinating, implementing and overseeing a comprehensive student support program for the college, including but not limited to the various grants and support systems for targeted MESA students. The ideal candidate will have (a) leadership experience working in a culturally responsive and equity-minded college or university; (b) experience implementing active learning strategies to support Chicana/o, Latine, and low-income students in STEM academic programs; experience working with math, engineering, and science faculty and staff to ensure the retention, success, and completion of our STEM students. Under the direction of the Dean of Mathematics, Sciences, and Nursing Education, the Program Activity Manager will coordinate MESA grant programs and activities. This is a restricted position and may continue contingent upon grant funding.

Please **click here** for a full position description.While the current vacancy exists at San Diego City College, applicants should understand that they are subject to assignment at any District facility at the option of the Chancellor.This is a restricted position and may continue contingent upon grant funding. The position may continue, based upon renewal of funding. Major Responsibilities

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- ○ Manages MESA Program projects by providing leadership, conduct research, review, and analyze statistical data, proposals and administrative reports, prepare summaries, narrative analysis and recommendations. Facilitate, coordinate and fulfill project challenges.

- Implement the assigned project components; production, productivity, quality, and customer service standards; assess development; improve efficiency, workflow, and deliverables.

- Coordinate and ensure mandates and other requirements are prepared and disseminated as warranted; distribute project deliverables on time, within budget and at the required level of quality; evaluate project outcomes as established in the project plan.

- Provide technical expertise, assistance, information, and advice as appropriate to project administrators, project teams and team member; update technical knowledge.

- Develops and monitors project budget, supervise expenditures and maintain fiscal controls.

- Serves as a liaison with industry, academic professionals and advisory groups and help coordinate workshops and research talks.

- Directs the development/implementation of new instructional methodologies and curriculum. Facilitates the curriculum approval process with faculty.

- Coordinates evaluation services; to include assessment, data collection, and analysis.

- Completes and submits activity reports as outlined by the State Chancellor's Office.

- Direct the hiring of MESA Program funded positions, supervises assigned staff and conducts performance evaluations.

- Oversees the acquisition process of equipment, software, and hardware and develops operating procedures and maintains grant records as required.

- Designs, develops and disseminates publications to promote the goals and objectives of the grant.

- Makes presentations to faculty, staff and administrators about project activities and collaborate with STEM administrators, faculty and staff.

- Prepares and submits annual performance report and serves on college committees as requested.

- Identifies and coordinates STEM related faculty trainings in collaboration with the HSI STEM Program Manager.

- Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.

Qualifications **Training and Experience**
Any combination of training and experience equivalent to: a Master's degree from an accredited institution in a related area and three years of increasingly responsible experience working with community college faculty and counselors in a multicultural community. One year management experience is desirable.

The following are required for academic/educational administrator assignments:
1) Master's degree (doctorate preferred) from a regionally accredited institution, AND
2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
OR
1) Possession of a lifetime California Community College Chief Administrative Officer Credential, AND
2) Two (2) years of recent management experience in an institution of higher education, AND
3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
Desired Qualifications

- Demonstrated experience with managing large federal or state grant budgets.

- Demonstrated experience working with STEM faculty and or students in cohort models.

- Demonstrated ability to work collaboratively with other faculty and staff in departments such as outreach, counseling and institutional research.

- Demonstrated experience with equity-minded teaching and learning practices. Demonstrated experience in preparing, evaluating, directing, completing action plans and appropriate reports to funding agencies.

- Demonstrated ability to resolve problems, plan contingencies, implement changes and show improvements.

- Demonstrated ability to communicate in a clear and concise manner. Demonstrated experience with shared/participatory governance.

- Demonstrated experience creating and maintaining professional community, and educational partnerships, including industry advisory boards.

- Willingness to participate in a variety of departmental and campus activities. Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

Equivalency If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a **Request for Equivalency Form** and attach it during the application process. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services **(NACES)** or Academic Credentials Evaluation Institute, INC.**(ACEI)**. A copy of the evaluation must be submitted with your online application. Licenses/Certificates/Credentials: Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click **here**for the EEO / Diversity / Nondiscrimination - Policies and Procedures Working Conditions Physical Requirements:Category III

Environment:Favorable, usually involves an office. Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and

Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee. Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume;
3. Unofficial Transcripts - Undergraduate;
4. Unofficial Transcripts - Graduate; AND,
5. Three (3) professional references included within the online application.
6. Foreign Degree evaluation (Required, if applicable).
7. California Community College Chief Administrative Officer Credential (If applicable).

Tentative Timeline (Subject to Amendments)

- Position closes: 5/12/25
- Screening: 5/14-5/16
- Interviews: Th 5/29 and F 5/30
- Finalist Interviews: 6/4/25

Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,

○ Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the **CalPERS** or **CalSTRS** website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment. Posting Number AC01117 Indicate budget number(s)

Major Responsibilities:

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To apply, visit: https://www.sdccdjobs.com

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Contact Information

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

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Contact

MESA

San Diego Community College District

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