

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline: March 11, 2019, 5:00 p.m.**

**DIRECTOR - MESA/STEM Success  
Educational Administrator**

## **RESPONSIBILITIES**

Provides day-to-day management and coordination of the MESA Programs and activities associated with student success in STEM disciplines; duties include but are not limited to the following:

### **MESA**

Develops program implementation plans, evaluates the program, and recommends steps for improving delivery of services to students.

Regularly consults with the responsible administrator, the faculty sponsor, the MESA community college director, and student service administrators regarding the planning, implementation and improvement of the program.

Reviews applications for program admission from underrepresented target students and makes recommendations as appropriate; maintains contact with students through personal discussions, regular meetings, and other activities; maintains student files regarding current status and transfers.

Plans program budgets; processes purchase orders, and monitors expenditures.

Compiles data; prepares status reports, programmatic reports, financial reports, and grant proposals for the program, working with faculty, administrative support and others as needed

Works with department faculty to select the best available mathematics, science, computer science, and engineering teaching assistants and tutors for MESA students.

Develops and supervises a tutoring and study program for the MESA Center including the recruitment and training of tutors (peer, volunteer, and community college sources), incorporating a mix of individual small and large group study activities.

Plans, schedules, and coordinates activities for MESA students related to career advising, job orientations, academic advising, and student retention; recruits speakers.

Maintains contacts and encourages the formation of a pipeline between high schools and the Mendocino College MESA program

Attends orientation and training sessions or other activities to stay apprised of statewide MESA activities and opportunities, including MESA math workshops.

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## **STEM Success**

Works with Learning Center/Foundation Skills Director to coordinate learning support services in STEM disciplines for general Mendocino College population.

Coordinates Inter-session Math Institute.

Serves on the Foundation Skills Committee and other campus committees as appropriate.

Works closely with STEM faculty to coordinate activities such as supplemental instruction, academic excellence workshops and other learning support services.

Researches grants to improve student success and student participation in STEM courses and programs.

Promotes STEM programs to underrepresented populations of students.

## **QUALIFICATIONS**

**Must meet State mandated minimum qualifications for an educational administrator: Master's degree and one year of formal training, internship of leadership experience reasonably related to the administrative assignment, or the equivalent. STEM discipline preferred.**

If meeting the state-mandated minimum qualifications based on equivalency, the link below will take you to Mendocino College's equivalency policy and form that must be filled out and submitted with your application packet.

[http://www.mendocino.edu/sites/default/files/equivalency\\_form\\_05-14-15.pdf](http://www.mendocino.edu/sites/default/files/equivalency_form_05-14-15.pdf)

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

## **KNOWLEDGE OF:**

MESA programs

Community college operations

Academic services aimed at improving academic, study, test-taking, and other skills

Principles of supervision, management, and planning

## **ABILITY TO:**

Work in a multicultural environment with African-American, American Indian, Mexican-American and Latino American undergraduate students pursuing degrees in engineering, computer science, mathematics, science or related fields

Assess tutorial/learning needs of students

Plan, organize, coordinate, and supervise assigned programs

Interpret and apply related laws, regulations, policies; develop procedures

Make effective decisions and take independent action

Develop and manage program budgets

Develop and maintain accurate recordkeeping systems

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Research, compile, and analyze information/data  
Prepare reports and grant applications  
Make recommendations  
Visibly and positively represent the college to the public  
Conduct research, compile data, prepare and present reports  
Select, train, supervise, and evaluate staff  
Prioritize workload and conflicting demands  
Work cooperatively with others  
Operate standard office machines including a computer  
Work variable hours including evenings and weekends  
Deal effectively with a wide variety of personalities and situations using sound judgment  
Work cooperatively with others  
Communicate effectively both verbally and in writing

## **ASSIGNMENT/SALARY BENEFITS**

This educational administrator will be employed by an annual contract with an option for two-year renewals. The salary range is **\$80,416 to \$93,092** with a maximum initial placement at Step 2. There is a stipend for an earned doctorate. Twelve days of sick leave and twenty days of vacation are earned annually. There are nineteen paid holidays. Family medical, dental, prescription, and vision benefits and employee life insurance are provided. Current salary schedule: <http://www.mendocino.edu/college/employment/salary-schedule>

**APPLICATION PROCEDURE:** By **Monday, March 11, 2019, 5:00 p.m.**, submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Academic Application and Voluntary Applicant Survey: [https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic2018hrrecruiting\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic2018hrrecruiting_0.pdf)
- Cover letter
- Resume including education, experience, professional organizations and accomplishments
- Photocopies of all transcripts; a foreign transcript evaluation must be attached if applicable.
- Official copies of transcripts are required upon employment.
- Three professional references.

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- A written response (no more than two pages total) to the following questions:
  - Explain how the MESA program can help the college achieve its mission of closing equity gaps.
  - Describe your experiences creating dynamic and engaging learning environments that meet the needs of students with a variety of learning styles and diverse backgrounds.

***Incomplete application packets will not be forwarded to the selection committee.***

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, and Hispanic Serving Institution, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

*Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*