San Jose State University Research Foundation

Position: Academic Coordinator, Mesa School Program

DEPARTMENT: Work for the MESA Schools Program is performed for the Research Foundation under the auspices of the College of Science.

IMMEDIATE SUPERVISOR: MESA Center Director/Associate Dean, College of Science

POSTING DATE: 11/4/2019

CLOSING DATE: Open until filled

SALARY: Range: $25.00 - $30.00 per hour (Depending on qualifications, experience and education)
Full Time (40 hours per week); will involve periodic overtime

BENEFITS: Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO’s and 6 HMO’s; company subsidized dental and vision insurance for employees and their eligible dependents; Life, AD&D, and LTD coverage; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; accrual of vacation days on an annual basis; stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

EXEMPT STATUS: Non Exempt (Hourly)

GENERAL NATURE OF POSITION:
The MESA Academic Coordinator assists in planning, organizing, implementing, and coordinating day-to-day operations of the MESA Center.

ESSENTIAL DUTIES & RESPONSIBILITIES:
1. Coordinates the implementation and/or expansion of the Statewide MESA academic preparation model at designated schools.
2. Actively assists in planning and implements and coordinates the operation of programs and activities for students and parents in collaboration with school-site advisors and MESA Center.
3. Assists in developing and coordinates MESA academic preparation and enrichment components such as Academic Excellence Workshops, tutoring, SAT preparation workshops, study skills training, Individual
Academic Plans, career and college advising, MESA Day competitions, fieldtrips, guest speakers, incentive awards, and extracurricular intensives such as Saturday Academies & Summer programs.

4. Coordinates periodic meetings with school-site advisors, school-site district administrators, university and community leaders, etc. Will participate in these meetings, as appropriate.

5. Assists in the outreach, recruitment, and selection, and placement of qualified (educationally disadvantaged) students for the program.

6. Assists with the tracking of each school site and the Center’s overall retention and graduation data.

7. Meets regularly with the MESA Center Director and other Center staff to review programs and activities and discuss methods to track and achieve program goals.

8. Attends regular meetings and other professional development/training meetings, workshops, and conferences as required and/or needed.

9. Keeps abreast of changes in local, state, and federal education policies as they relate to K-12 math and science); academic standards and undergraduate outreach and recruitment policies, college admissions and transfer requirement, as well as, financial aid guidelines and procedures.

10. Assists in the effective management and administration both MESA and of other Center-related duties and activities as needed.

11. Assists with the development of collaborative efforts between the Center’s MSP project and other MESA-related programs in areas including MESA CCP and MEP.

12. Other duties and responsibilities, as assigned.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment.

Also, by state law, the incumbent must be able to pass tuberculosis testing.

INTERPERSONAL CONTACTS:
1. The MESA Academic Coordinator reports directly to and receives general supervision from the MESA Center Director.

2. Regularly and frequently interacts with MESA staff, K-12 students and families, school site teachers, college students, university staff, school-site administrators, industry personnel and school personnel, and vendors.

SUPERVISORY RESPONSIBILITIES
None. However, this position does provide oversight, and assigns, directs and provides training for other employees as to their day to day activities. All staff reports to the Center Director.

QUALIFICATIONS:

1) Education and Experience
   • An Associate of Arts degree or equivalent in a related field, such as counseling, engineering, education, or related is required. A Bachelor’s degree is preferred.
   • Two years of professional experience in a responsible office or educational setting, for example, experience as an office manager, or counselor, or school administrator, or related is preferred.

2) Knowledge, Skills, Abilities Required
   • Excellent written, oral, and presentation skills.
   • Demonstrated skills and ability to establish and maintain solid and professional working relationships with students, parents, teachers, SJSU and school district faculty, staff, and administrators, as well as industry and community representatives.
   • Advanced skills in the use of computer word-processing and database programs (i.e. Microsoft Applications, including Excel and PowerPoint).
   • Demonstrated skills in effective planning and coordinating of programs and activities.
   • Experience in advising and counseling students and parents from educationally disadvantaged background about academic, college, financial aid, and career issues is preferred.
Knowledge and/or experience working in an academic advising arena is preferred.
Knowledge of the University of California A-G requirements, as well as, local, state, and federal educational policies and standards is preferred.
Knowledge of the MESA academic preparation model components is preferred.

3) **Complexity of Duties**
- Exercises fairly independent judgment in developing methods and evaluating criteria for achieved results.
- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both independently or in a group/team effort.
- Work has high impact on department’s ability to provide effective customer service and ability to meet deadlines.
- Evening and weekend work is required throughout the year.

4) **Physical Requirements**
- Must be able to operate a PC including a mouse and keyboard.
- Must be able to operate office equipment.
- Must be able to use a telephone and/or headset.
- Must be able to walk around campus and between schools, with or without aids
- Must be able to navigate uneven surfaces and carry materials.
- Local traveling is required. Must have access to a vehicle for transportation, a demonstrated satisfactory driving record, and be able to provide proof of insurance.

**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

**BENEFITS:**

The comprehensive benefit package includes:

a) Nine Health Insurance Plans to choose from
b) Free dental and vision for employee and family
c) Paid Federal & State Holidays
d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component
e) Vacation and separate sick plans
f) Employee Discounts
g) Paid Training and Conferences
h) Increases based on merit (performance)

**APPLICATION PROCEDURE**

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at [http://www.sjsu.edu/researchfoundation/docs/Employment%20Application.pdf](http://www.sjsu.edu/researchfoundation/docs/Employment%20Application.pdf)

It may also be obtained from the Research Foundation through its website at [http://www.sjsu.edu/researchfoundation/open/index.html](http://www.sjsu.edu/researchfoundation/open/index.html).

An applicant may also apply in person by visiting the Research Foundation, located at
210 North 4th Street, 3rd Floor,  
San Jose, CA (corner of St. James and North 4th Streets)

Please address your formal application, your resume and your letter of interest directly to:  
San Jose State University Research Foundation  
Attn: HR/Job Code ACOORD  
210 North 4th Street  
San Jose, CA 95112  
E-mail: foundation-jobs@sjsu.edu

**Reasonable Accommodation**

The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit [http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html](http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html) to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.