

Mesa Program Coordinator - 63171-1A

Updated: Dec 22, 2023

Location: Irvine-Campus

Job Type:

Department: Engr DO Ofc Access & Inclusion

Job Opening ID: 63171

Reports To: Executive Director

Working Title: MESA PROGRAM COORDINATOR

Department: Engr DO Ofc Access & Inclusion

Bargaining Unit: 99

FLSA: Non-Exempt

Payroll Job Code: 004534

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

Employee Class: Staff

Position Summary:

Founded in 1965, the Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Since 1999, the UC Irvine MESA College Prep Program (MCP) has served middle and high school students with the goal of enhancing math and science skills, exploring career opportunities in Science, Technology, Engineering, and Mathematics (STEM), and ensuring that students are competitively eligible for the university. MESA serves as an engine that propels educationally disadvantaged students towards higher education and their future success. By implementing hands-on projects and exposing students to different career paths with the help of faculty and staff, our work continues to increase awareness and access to graduate degree programs.

The Mathematics, Engineering, Science Achievement (MESA) College Prep Program's main purpose is to address the specific needs of educationally disadvantaged students in selected secondary schools, to enhance student academic preparation in STEM and to increase College/University admissions eligibility and enrollment rates. The Academic Coordinator will assist in developing, coordinating and implementing curriculum; training and supervising MESA school-site advisors and undergraduates; developing, coordinating and implementing MESA Academic Excellence Workshops and study skills training; coordinating and overseeing MESA

activities such as Closing Ceremonies, Industry/Academic Field Trips, STEM on the Sidelines and MESA Day competitions. Assist in collaborative efforts between the UCI College Prep Program and University Program, local MESA Community College Programs, and other pre-college outreach programs.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

Example:

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

| % of time | Essential Function (Yes/No) | Key Responsibilities (To be completed by Supervisor) |
|-----------|-----------------------------|--|
| 5 | Yes | Assists in developing and maintaining relationships with a group of K-14 students by delivering individual and group advising services. |
| 10 | Yes | Recruits and enrolls K-14 students for program participation and services. Assist the MESA Director in supporting the Statewide MESA mission of increasing the number of educationally disadvantaged students to obtain a high level of preparation and competence in mathematics and science, and to graduate from high school with the ability to enroll in institutions of higher education in the fields of mathematics, engineering or science. |
| 10 | Yes | Develops student academic plans to ensure post-secondary admission eligibility. Implement curriculum materials and prepare appropriate lesson plans for MESA Classes, MESA After School Programs, and ongoing student workshops. |

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|----|-----|--|
| 10 | Yes | Implements grade-appropriate college-going workshops, curricula, materials, activities, and events . Responsible for the implementation and coordination of a comprehensive set of collaborative academic development program models to enhance the academic preparation of educationally disadvantaged students in the areas of mathematics, engineering and science. |
| 5 | Yes | Serves as an advocate for students and parents in the college-going process. Develops and maintains relationships with parents / families to support student academic success and access to higher education. |
| 15 | Yes | Serves as liaison between the program and the MESA Advisors. Distributes information and materials to MESA school site advisors and counselors. Develop and maintain calendar for teacher trainings throughout the academic year, and facilitates content and logistics for such trainings. |
| | Yes | |

| | | |
|----|-----|--|
| 10 | Yes | Assists in the hiring and training of student staff in multiple aspects of program activities, including field trips, MESA events and program administrative tasks. |
| 5 | Yes | Maintains program visibility in schools and community through use of social media platforms. |
| 15 | Yes | Develop and implements STEM focused curriculum which includes coding fundamentals and digital making, robotics, STEM pathways, NGSS aligned science curriculum, and fabrication & prototyping. Coordinate MESA academic and enrichment components which include the following: Coding Academies, MESA Day Prep, Student Workshops, MESA Day competitions, Closing Ceremony competitions, STEM on the Sidelines competition, and summer programs. |
| 5 | Yes | Maintains relationships with higher education institutions and community entities. Assist in creating dialogues between university and K-12 faculty to strengthen curriculum and practices in respective partner schools. |
| | Yes | |
| 5 | Yes | Participates in meetings with school site personnel and / or service providers. Attends partnership district meetings and sits on committees that will promote students graduating from high school with the ability to enroll in institutions of higher education. |

| | | |
|---|-----|--|
| 5 | Yes | Collects and documents student enrollment / service data, participant contacts, and progress. Contributes to program reports and deliverables. Assist in maintaining records and data involving employees, teachers, and students. |
|---|-----|--|

Total Compensation:

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

\$24.71 - \$29.00 (Hourly Rate) Expected Pay Range within the Full Salary Range \$24.71 - \$41.86 (Hourly Rate)

Department Website:

<https://oai.tech.uci.edu/>

Required:

- Bachelor's degree in related area and / or equivalent experience / training. 4 plus years of experience or a combination of experience and education
- Knowledge and experience working with a diverse student population, and sensitivity to culture, race, ethnicity, gender identity, sexual orientation, and socio-economic status. Knowledge and understanding of K-14 education.
- Knowledge of higher education institutions (UC, CSU, CC, etc.), admissions and financial aid requirements, and the ability to interpret policies and procedures to youth, parents, and school representatives. Experience advising and supporting educationally disadvantaged and academically at-risk students regarding postsecondary opportunities and careers.
- Ability to maintain cooperative relationships with school district administrators, school counselors, principals, teachers, and community contacts.
- Thorough knowledge of high school graduation and college entrance requirements. Demonstrated cultural competency with respect to race, ethnicity, and socio-economic status.
- Strong communications (verbal and written) and interpersonal skills to articulate effectively with individuals and small groups, and public speaking abilities to make presentations to large audiences.
- Excellent organizational skills and abilities to set clear goals prioritize workload and meet deadlines for multiple projects, work in an atmosphere of frequent interruptions and resolve unexpected problems.

- Skills in effectively planning and coordinating multiple programs and activities.
- Ability to be flexible, patient and use tact and diplomacy to reach desired outcomes along with the ability to recognize sensitive issues and maintain confidentiality.
- Ability to train and provide work direction to undergraduate student assistants.

Preferred:

Bilingual – Spanish/English (reading, writing and speaking)

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/newhire/conditions-of-employment.php>

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#). We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming. UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu