

Job Description

JOB TITLE: Program Manager MESA (Mathematics, Engineering, Science Achievement)

PAY GRADE: CS18

LAST REVISED: June 2026

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. This position is contingent upon grant funding.*

SUMMARY DESCRIPTION

Sierra College has committed to foundationally re-engineer its programs and services using Guided Pathways to increase student achievement, ensure student equity, and effect timely goal completion. Under administrative direction of the Dean of Sciences and Math or assigned administrator, this position develops, plans, implements, and administers the Sierra College Mathematics, Engineering, Science Achievement (MESA) Program, with a particular focus on increasing access, retention, academic excellence, transfer readiness, and career preparation for students pursuing science, technology, engineering, and mathematics (STEM) fields.

The MESA Program Manager works in collaboration with Instruction and Student Services to develop equitable programs, services, and environments that support student learning and success both inside and outside the classroom. This position oversees and coordinates MESA Center functions, activities and services, including academic support, tutoring, study groups, workshops, and student success programming for students pursuing STEM majors. The MESA Program Manager advances initiatives that promote access, preparation, persistence, and completion in STEM pathways, while coordinating program activities, academic enrichment opportunities, and STEM career exploration to support student success and belonging.

The position develops and sustains partnerships with faculty, industry partners, and four-year universities to strengthen STEM transfer pathways and career opportunities for students. The Program Manager manages program budgets, ensures compliance with California Community Colleges Chancellor's Office MESA grant requirements, and coordinates required program reporting, data collection, and program evaluation. The position also maintains awareness of emerging strategies, best practices, and research related to STEM student success, equity-minded practices, and supporting historically underrepresented populations in STEM fields.

As part of a comprehensive campus support network, the MESA Program Manager collaborates with counseling, financial aid, admissions, transfer services, and other student support programs to ensure coordinated services for participating students. The position establishes and reviews internal policies and procedures related to program operations and ensures compliance with Title 5 regulations, district policies, and applicable state and federal laws.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich diverse backgrounds that make up the campus community. The MESA Program Manager must demonstrate knowledge of and experience supporting students from diverse backgrounds, including first-generation college students and individuals from historically underrepresented communities pursuing STEM degrees. The MESA Program Manager will ensure the District develops and provides strategies, programs, and policies that promote student success through proactive, student-centered practices, strengthen academic achievement, foster belonging in STEM, and eliminate equity gaps in STEM education and career pathways.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties

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and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, develops, organizes, coordinates, implements, and evaluates programs, services, and activities that support student success in STEM fields, with a particular focus on increasing access, retention, transfer readiness, and completion for students participating in the Mathematics, Engineering, Science Achievement (MESA) Program.
2. Directs, manages, supports, and supervises the operations of the MESA Center, including tutoring services, study groups, academic excellence workshops, student support programming, and other activities that promote academic success for students pursuing STEM majors.
3. Coordinates the delivery of academic and enrichment programming, including workshops, seminars, cohort activities, and academic support services designed to strengthen STEM persistence, transfer preparation, and career exploration.
4. Recruits, hires, trains, and supervises program staff, student workers, peer mentors, tutors, and facilitators supporting the MESA Program.
5. Coordinates with Outreach and the Success Center to recruit and retain eligible students pursuing STEM degrees through the MESA program.
6. Maintains effective communication and collaborative relationships with faculty across STEM pathways, staff, students, and external partners, to support MESA program goals, coordinate tutoring and academic support services, and promote student success in STEM coursework.
7. Works collaboratively with counseling, transfer services, admissions, financial aid, and other student support programs to ensure coordinated services for students participating in the MESA Program.
8. Collaborates with campus partners to establish and expand partnerships with four-year colleges and universities, industry partners, professional organizations, and community partners to support MESA transfer pathways, internships, research opportunities, and career exploration for STEM students.
9. In coordination with Outreach, Dual Enrollment, and Career and Transfer Connections, plans, develops, and coordinates MESA program activities and programming to support STEM transfer preparation and strengthen STEM pathways, including workshops, conferences, university visits, career panels, networking events, academic enrichment opportunities, and outreach activities or partnerships with K-12 schools, universities and external organizations.
10. Ensures compliance with California Community Colleges Chancellor's Office (CCCCO) MESA grant requirements and eligibility guidelines; and prepares and submits required narrative, statistical, financial, and assists with Management Information System (MIS) reports to the District and external funding agencies.
11. In partnership with the Office of Planning, Research, and Resource Development, supports the collection and analysis of program data to monitor student participation, progress, student success and outcomes, and develops and maintains data tracking and reporting systems.
12. Oversees student eligibility verification and maintains required participant records and files to ensure compliance with MESA program guidelines and California Community Colleges Chancellor's Office requirements.
13. Develops and review of program goals, objectives, policies, and procedures related to the MESA Program, and recommends improvements to operations and services to strengthen STEM student success, persistence, and transfer outcomes.
14. Prepare and maintain the annual MESA Program budget; compiles data for required reports; submits budget recommendations; and monitors program expenditures in accordance with grant and district guidelines.
15. Oversees the daily operations of the MESA Center, including scheduling activities, coordinating services, maintaining program facilities, and ensuring access to academic support resources for participating students.
16. Trains, supervises, and evaluates the performance of assigned staff or student workers; interviews and selects employees and student workers utilizing an equity-minded lens.
17. Coordinates with the Marketing Department to develop program outreach materials, including informational publications, digital media, website content, and social media content to promote the MESA Program and student opportunities.

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18. Attends and participates in professional meetings, trainings, and conferences related to STEM education, student success initiatives, and statewide MESA program activities while maintaining regular communication with the California Community Colleges Chancellor's Office to ensure timely submission of required reports and program updates.
19. Ensures compliance with California Community Colleges Chancellor's Office (CCCCO) MESA grant requirements and eligibility guidelines; and prepares and submits required narrative, statistical, financial, and assists with Management Information System (MIS) reports to the District and external funding agencies.
20. Responds to internal and external inquiries related to the MESA Program and resolves concerns in an efficient and timely manner
21. Identifies and applies for grants that can be used to support, grow, and/or accelerate program activities; and serve as a liaison to the Sierra College Foundation to facilitate both public and private donations that support program goals.
22. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

The following describes the education, experience, knowledge, skills and abilities required to enter the job and successfully perform the assigned duties.

Education and Experience Guidelines:

Education/Training: Bachelor's degree from an accredited college or university, preferably in mathematics-based field (one requiring calculus, or equivalent).

Experience: Two years of supervisory experience coordinating or administering academic support services, STEM student success programs, or education or other related occupation.

Knowledge of:

- Principles and procedures used in California community college programs and student support services, including admissions, orientation, counseling/advising, transfer preparation, retention strategies, and student success initiatives.
- Guided Pathways and related practices, particularly as they relate to improving persistence, completion, and transfer outcomes for students in STEM disciplines.
- The role of higher education, and specifically community colleges, in supporting educationally disadvantaged and historically underrepresented students pursuing science, technology, engineering, and mathematics (STEM) fields.
- Current higher education equity-based retention and student success strategies, including issues, regulations, and compliance requirements at the state and federal level.
- Trends, barriers, and best practices affecting student success in STEM education, including equity-minded strategies that promote academic excellence, transfer readiness, and career preparation.
- Methods, practices, and principles for developing, implementing, and evaluating tutoring programs, academic support services, and cohort-based learning environments that support student persistence and achievement.
- STEM transfer pathways, career exploration practices, and partnerships with universities, industry, and professional organizations.
- Methods and techniques of outreach, recruitment, and marketing to prospective and current community college students.
- Database management, student information systems, statistical data interpretation, and the application of information technology to student success, retention, and completion programs.

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- Grant program administration, including compliance, reporting requirements, and fiscal monitoring related to externally funded programs.
- Collaborative problem-solving, partnership development, and conflict resolution techniques.
- Accounting and budgeting methods, audit procedures, statistics, and data interpretation.
- Management concepts and practices, including organizational leadership, staff supervision, change management, and team development.
- Personnel management practices and techniques of recruitment, supervision, training, and evaluation of staff and student employees.
- Basic principles and practices of budget preparation and administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations including Title 5 regulations governing California Community Colleges and programs.
- Safety practices.

Ability to:

- Coordinate and oversee the daily operations and activities of the MESA instructional support program, including the MESA Center, tutoring services, academic support programming, and student success initiatives; implement procedures for the day-to-day operations of assigned areas.
- Envision, develop, and maintain short- and long-term strategic plans that support student success, persistence, and transfer preparation for students pursuing STEM degrees.
- Apply an equity-minded framework to ensure programs, services, and processes are designed and delivered to meet the varying needs of students participating in the MESA Program.
- Integrate principles of equity and student success into the day-to-day management and operations of the MESA Program and related academic support services.
- Plan and implement student success programs and academic support services that promote persistence, academic excellence, and transfer readiness for students in STEM disciplines.
- Supervise, organize, and review the work of assigned staff and student workers involved in program operations, outreach, recruitment, and retention activities.
- Coordinate and conduct workshops, seminars, orientations, transfer preparation activities, and STEM enrichment programs for students.
- Recruit, select, train, and evaluate staff, tutors, facilitators, and student employees supporting program activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of program and student success goals.
- Research, compile, analyze, and interpret program data and information to support program planning, reporting, and continuous improvement.
- Independently compose and prepare correspondence, reports, and written materials related to assigned activities and required program reporting.
- Communicate effectively, both orally and in writing, with diverse populations at all levels of the organization, including public speaking, presentations, and group facilitation.
- Recommend and implement goals, objectives, policies, and procedures that support student success, retention, and transfer outcomes in STEM programs.
- Understand the organization and operation of the District and relevant external agencies necessary to effectively implement and manage program responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures, as well as applicable federal, state, and local laws, regulations, and California Community Colleges program guidelines.
- Prepare clear and concise administrative, fiscal, and programmatic records and reports, including those required for grant compliance and program evaluation.
- Exercise sound judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

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- Prepare and administer large and complex budgets. Monitor expenditures in accordance with district and grant requirements.
- Conduct presentations and outreach to prospective students, community groups, educational partners, and professional organizations to promote participation in the MESA Program.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District and the MESA Program to external partners including universities, industry partners, professional organizations, and community stakeholders.
- Cultivate and sustain collaborative relationships with students, faculty, staff, departments, and external partners to support program goals and student success.
- Respond tactfully, clearly, and appropriately to inquiries from the public, district staff, and other agencies regarding program services and activities.
- Demonstrate skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Demonstrate awareness and appreciation of the cultural diversity of the community and the ability to effectively support students from diverse educational, socioeconomic, and cultural backgrounds.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.