

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### COORDINATOR, MATH AND SCIENCE STUDENT SUCCESS CENTER (MAS<sup>3</sup>C)

*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; however, any additional duties will be reasonably related to this class.*

*This is a categorically funded position and is contingent upon the availability of funds and “life of the grant”.*

#### **SUMMARY DESCRIPTION**

This is a faculty position under the general direction of the Dean of Mathematics and contingent upon grant funding. The MAS<sup>3</sup>C Coordinator is responsible for the overall operation, development and implementation of MAS<sup>3</sup>C activities, budget, documentation and reporting of all projects including objectives submitted through grant application.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Plans, directs, oversees, evaluates and manages all activities through the MAS<sup>3</sup>C and supports activities directed at students in Science Technology, Engineering and Mathematics (STEM) disciplines.
2. Support STEM outreach activities, with local high schools and four year institutions in order to increase the enrollment of STEM students.
3. Identifies STEM cohort and provides academic support information.
4. Provides leadership in the administration of grant and related areas as identified in the grant application.
5. Develops, coordinates and recommends the MAS<sup>3</sup>C budgets; monitors and controls expenditures.
6. Assures accurate documentation of MAS<sup>3</sup>C fiscal records, student records and evaluation data. Prepares and submits required state and institutional fiscal and accounting reports.
7. Develops and implements strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs to STEM students.
8. Coordinates services with college departments and/or programs that focus on underrepresented students such as PUENTE and TUMAINI.
9. Coordinates academic counseling services to MAS<sup>3</sup>C students as needed.
10. Participates in the development of newsletters, brochures, forms, manuals and other appropriate information about MAS<sup>3</sup>C activities.
11. Provide guidance for internal and external program audits and reviews.
12. Participates in a variety of meetings in support of MAS<sup>3</sup>C programs and activities; organizes the MAS<sup>3</sup>C Advisory Committee and represents the college at local, regional and state-wide activities, meetings and conferences.
13. Monitors, directs and trains facilitators and staff.
14. Serve on campus-wide committee as assigned.
15. May drive or travel to off-site meetings and conferences.
16. Performs related duties or special projects as assigned or required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Principles and practices of grant management, outreach and recruitment, program development and evaluation.  
Familiarity with the rigor of mathematics and science requirements for community college and transfer institutions.  
Retention strategies, peer learning models and orientation program.  
Principles of business letter writing and basic report preparation.  
English usage, spelling, grammar, and punctuation.

### **Ability to:**

Prepare narrative, numerical and statistical reports.  
Maintain confidentiality.  
Interpret federal and state regulations and policies relating to assigned programs.  
Plan and organize work to meet schedules and changing deadlines.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work collaboratively with students, faculty and staff and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Required Education and Experience:**

1. A Master's degree from an accredited institution in the field of Mathematics or Science.
2. A sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

### **Desired Experience:**

Experience with direct oversight and coordination of a grant or learning center within the last five (5) years.

### **License or Certificate:**

Possession of a valid California Driver's License. Must show proof of a good driving record with the California Department of Motor Vehicles and current automobile insurance. Requirement of a California Driver's License may be waived provided that the employee can demonstrate alternate means of transportation acceptable to the District to and from offsite meeting and conferences.

## **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 accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; 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.

Board Approved: April 2009