

Position Description

Title:	MESA PSU Regional Center Coordinator
Salary Range:	\$20/hour, 15-20 hours/week
FLSA:	Non-Exempt
Employee Group:	Part-time hourly

Overview:

Oregon MESA was founded in 1985 on the belief that access to a STEM education and exposure to successful role models can irrevocably change the course of a student's life. Born out of the civil rights movement and founded by leaders of color in Portland, Oregon MESA is an organization, based at the Portland State University Maseeh College of Engineering and Computer Science, that is committed to advancing equity. Students who have been historically underrepresented in STEM, deserve access to high quality learning to achieve their highest potential. With our programs, more students from marginalized identities not only graduate from high school, but also enroll in post-secondary studies and enter the workforce with STEM, 21st century and invention skills — fueling the innovation economy with diverse, talented leaders.

The PSU Regional Center Coordinator is an outreach and event focused role that supports Oregon MESA Regional Center programming for MESA's program at Portland Public Schools and provides additional support to other regional center coordinators.

Essential Duties:

1. School and Regional Coordination
 - a. Manage relationships with Advisor for the successful implementation of the MESA Schools Program
 - b. Identify, recruit, and onboard interested schools to run MESA Schools Program
 - c. Represent MESA at local STEM partner meetings
2. Cultivate connections between PSU and local school districts
 - a. Bridge connections between PSU recruitment within Student Development Office and MESA Schools Programs
 - b. Connect MESA students to PSU campus, scholarships, and other pre-college offerings available at institution
 - c. Support connections between faculty, school districts where possible
 - d. Supports the recruitment of PSU Mentors for MESA programs
3. Events and Logistics
 - a. Leads Regional Demo Day showcase and competition event
 - b. Coordinate the implementation of Program Activities including College & Career Visits, Advisor Quarterly Meetings, Mentor Programs, and Family Nights
 - c. Coordinate invoices, stipends, and budget tracking for event supplies, food,
 - d. Coordinate transportation for students
4. Oregon MESA State Office Coordination

Position Description

- a. Attend ongoing Oregon MESA training
 - b. Ensure all staff, contractors, volunteers, and personnel affiliated with MESA program follow policies, protocols, and program procedures
 - c. Maintain accurate and detailed MESA records and documentation
 - d. Report project outputs to state-office staff on a regular basis
5. Commitment to equity
- a. Work with teachers and partners to adapt statewide programming to needs of the region
 - b. Engage stakeholders in feedback and partnership through hosting Regional Equity Committees
 - c. Collaborate with Oregon MESA state office on process of continuous improvement through providing feedback, collecting data, and participating in evaluation
6. Other duties as assigned

Minimum Qualifications:

- High school diploma or GED
- Two years experience with student service
- Two years experience with school partnerships
- Valid OR Driver's License and good driving record

Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills, including active listening skills
- Excellent customer service skills, including experience working with diverse student and adult populations
- Ability to read, monitor, and set budgets
- Ability to solve problems, interpret data, and resolve conflicts
- Ability to effectively handle multiple tasks, priorities, and changing deadlines
- Intermediate level skills using Google Suites, Microsoft Office, including Outlook.

Working Conditions:

Position typically works in a hybrid office environment (with option to work remotely for 1-2 days a week), and the position interacts with a variety of individuals. Students may be emotional and exhibit stressful behavior at times. Frequent car or public transportation travel within the local region. Computer use and repetitive hand/wrist motion for keyboarding functions are typical. Position does need to work occasional evenings and weekends to support student events and teacher trainings.

To apply for this position: email resume and cover letter expressing interest to ormesa@pdx.edu with the subject line "PSU Regional Coordinator Position". Position open until filled.

Date Created: June 6, 2022