

Position: MESA (Mathematics, Engineering, and Science Achievement) Project Coordinator	Position Number:
Department/Site: Math & Science	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 36

BASIC FUNCTION:

Under the direction of the Dean of Academic Affairs, plans and performs a variety of duties associated with the District's MESA program; organizes and coordinates tutorial assistance services for; prepares and main

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PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist or kneeling to file and retrieve records.

Ability to position body to assist seated students.