

University of California, Irvine
The Henry Samueli School of Engineering
Mathematics, Engineering, Science Achievement (MESA) Schools Program
MESA Assistant Job Description

NAME OF EMPLOYEE:
WORKING TITLE: MESA Student Assistant
PAYROLL TITLE: Student Assistant IV
NAME OF SUPERVISOR: Nicole Patterson/Leyla Riley/Marvin Maldonado

Description/Job Overview:

Under direction from the MESA professional staff, the MESA Program Assistants will serve as a lead on a variety of projects that will enhance the educational experience of elementary, middle, and high school students participating in the MESA Schools Program at UC Irvine. Duties include actively engaging elementary, middle, and high school students in a variety of activities designed to enhance their mathematics, science, and engineering education. He/she will work with students on a one-to-one basis or in small groups. The employee will be responsible for maintaining accurate records, monitoring student progress, making announcements, organizing and assisting with the activities, and other related tasks as assigned by the MESA staff or School Site Supervisor. MESA assistants will encourage and support the students in a positive and enriching learning environment and serve as a role model. MESA assistants will perform clerical duties and manage student data entry files as needed.

All MESA Assistants will serve as representatives of the University of California, Irvine campus, developing strong school-centered partnerships through their work with the school site administrators, teachers and students. He/She will ensure that participants receive the highest quality tutoring assistance and support for academic success.

MESA Assistants will be under the general supervision of the program staff and designated school site supervisor. A Log Sheet (recording hours worked) must be submitted on a bi-weekly basis with a completed Timesheet signed by the employee and MESA staff, then returned to the MESA Office at UCI by the designated due date.

Required Skills/Qualifications:

The MESA Assistant must have the proper skills to adequately understand and communicate with a wide range of students. He/she must have the general knowledge to answer student questions and provide assistance in activities designed to develop their mathematics, science, and engineering skills. The ability to work and relate with participants of all ages and backgrounds is essential.

Some understanding of computer applications, electronic mail, is helpful but not necessary.

Candidates must also have flexible hours, be willing to work on Saturdays, own or have access to a vehicle, and feel comfortable troubleshooting unexpected situations. The MESA Assistant must be in good academic standing, maintaining at least an overall GPA of 2.50 and not fall into academic probation during their employment with MESA.

Desirable:

The following personal characteristics are desirable for MESA Assistants: enthusiasm, imagination, patience, responsibility, flexibility, good communication and leadership skills, and a sincere "liking" of students.

Work study a plus.

Bilingual Spanish/English language skills are helpful.

Student Signature

Marvin Maldonado, Academic Coordinator