



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Filing Deadline: Monday, August 12, 2019, at 5:00 p.m.

**MESA Assistant (5-20 hrs/wk @ \$15.65/hr)
Short Term Non-Continuing Assignment (STNC)**

Under the direction of the MESA Director, assist in the coordination of the MESA activities at the Ukiah campus.

RESPONSIBILITIES:

- Assists with intake of MESA students Assists the Director in disseminating information about transfer, internships, and scholarships.
- Primary contact with students when they enter the MESA learning space.
- Coordinates with tutors and institute organizers to ensure paperwork is completed accurately and timely.
- Works with the Director to organize events on and off of campus including field trips and fundraisers.
- Assists the Director in maintaining a positive and healthy study and work environment for MESA students.
- Assists the Director in coordinating reporting data for various educational entities.
- Performs general office duties.
- Works with director to contact students. (i.e. Emails, Phone calls)
- Any additional duties as directed

QUALIFICATIONS

Knowledge of MESA and STEM processes; verbal and written communication skills; interpersonal skills using tact, patience, and courtesy

PREFERRED QUALIFICATIONS

Associates of Arts/Science degree

WORKING CONDITIONS

Office and public environment; subject to interruptions and distractions; may be required to drive within Lake and Mendocino Counties. Physical demands include sitting, standing, reaching, bending, walking, and occasional lifting (up to 35 lbs). May require use of ladders. Personal protective equipment (such as gloves and/or eye protection) is required.

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 5-20 hours per week, \$15.65 per hour. The only benefits associated with this job are workers compensation, social security, and Medicare. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.



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APPLICATION PROCEDURE: By August 12, 2019, 5:00 p.m., submit the following to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- **Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey:**
https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf
- A resume and cover letter explaining how the applicant meets the qualifications

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.



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Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.

UKIAH CAMPUS
1000 HENSLEY CREEK ROAD
UKIAH, CA 95482

NORTH COUNTY CENTER
372 E. COMMERCIAL STREET
WILLITS, CA 95490

COAST CENTER
1211 DEL MAR DRIVE
FORT BRAGG, CA 95437

LAKE CENTER
2565 PARALLEL DRIVE
LAKEPORT, CA 95453