



Position: Programming Specialist

DEPARTMENT: MESA

IMMEDIATE SUPERVISOR: MESA Center Director

SALARY: \$12-\$15/hr Based on Experience

GENERAL NATURE OF POSITION:

The MESA Programming Specialist will be responsible for the planning, development, and coordination of designing and updating the MESA Schools Program IOS Applications that supports the MESA Schools Program annual MESA Day Competitions and managing MESA Schools Program website and social media platforms.

The SJSU MESA Center includes the following components: Over 1000 enrolled students in 20 MESA Chapters (2 elementary schools, 9 middle schools and 8 high schools) in 5 school districts; an Industry Advisory Board, and a student leadership component.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Updates and keeps abreast technology needs to handle MESA IOS Application.
 2. Oversee and works on creating current applications to android platform.
 3. Manages and oversees the maintenance of the MESA website
 4. Works with handling Social Media Platforms and creating social media campaigns in association to MESA Schools Program.
 5. Meets regularly with the MESA Center Director and other Center staff to review progress and discuss methods to achieve goals.
 6. Assists with the development and training of programming applications with center volunteers and other MESA associated programs.
 7. Assists in the effective management and administration of MESA Day Programming and applications.
-

INTERPERSONAL CONTACTS:

1. The MESA Programming Specialist reports directly to and receives general supervision from the MESA Center Director.
2. Occasionally will interact with board members, staff, teachers, and students associated with the MESA Schools Program.

QUALIFICATIONS:

1) Education and Experience

- Bachelor's Degree required (preferably in a Computer Science related field).

2) Knowledge, Skills, Abilities required

- Excellent written and oral communication skills.
- Effective program management & solid organizational skills.
- Demonstrated skills and ability to establish and maintain a working relationship with others.
- Demonstrated knowledge of programming and software development.
- Advanced skills in the use of computer word-processing and database programs.
- Skills in effective planning and coordinating multiple programs and activities.
- Ability to independently assume responsibility to take initiative for establishment of programs.

3) **Physical Requirement**

- Must be able to operate a PC including a mouse and keyboard.
- Must be able to operate office equipment.
- Must be able to use a telephone and/or headset.
- Must be able to navigate uneven surfaces and carry materials.
- Must be able to drive own vehicle.

4) **Complexity of Duties**

- Exercise independent judgment in developing methods and evaluating criteria for achieved results.
- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both independently or in a group/team effort.
- Work has high impact on department's ability to provide effective customer service and ability to meet deadlines.
- Various evening and weekend work required throughout the year.
- Must own vehicle and be able to provide proof of insurance.

APPLICATION PROCEDURE: To apply for this position, provide a current resume including a list of references (at least 3 or more) and send to Attention: Rance Bobo - MESA Office (Duncan Hall 241) email: rance.bobo@sjsu.edu **Resumes will be accepted until position is filled.**