



SAN DIEGO STATE  
UNIVERSITY

**San Diego State University  
College of Engineering  
Mathematics, Engineering, Science Achievement (MESA) Schools Program  
Undergraduate Student Assistant Job Description**

**OVERVIEW:**

Under the direction and supervision of the MESA Schools Program Director, the MESA Undergraduate Student Assistant (hereafter UG) will serve as a lead on a variety of projects that will enhance the educational experience of middle and high school students participating in the MESA Schools Program at SDSU. Responsibilities include actively engaging students in a variety of hands-on and inquiry-based activities designed to enhance their STEM education. The MESA UG will work with students on a 1:1 basis and in small groups in various capacities, including tutor, mentor, and college advisor. He/she will be responsible for maintaining accurate records, monitoring student progress, making program announcements, facilitating activities, and other related tasks as assigned by the MESA staff. While most work will be done at the individual school sites, some responsibilities will also include clerical work in the MESA office, such as data input and supply organizing/distribution. MESA UG's will encourage and support the students in a positive and enriching learning environment and serve as role models to support and achieve the program's mission and vision.

**REQUIRED SKILLS/QUALIFICATIONS:**

The MESA UG must have the proper skills to adequately understand and communicate with a wide range of students, parents, and teachers. He/she must have the general knowledge to answer questions and provide assistance related to the STEM activities and college admissions process. Knowledge of basic email and computer applications is essential.

Candidates must be available to work during the week and be willing to work some Saturdays, and travel to schools in South County San Diego as well as North County SD. He/she must remain in good academic standing, with a minimum overall GPA of 2.5 and be willing to submit unofficial transcripts after each semester.

**DESIRABLE:**

The following are preferred, but not necessary:

- Majoring in any math, science, or engineering field
- Own or have access to a car with a valid CA driver's license
- Bilingual in English and Spanish