



Unclassified Paid Intern (UPI) Rate: \$20.29/hour
Location: Los Angeles Harbor College MESA Center
Assignment Start Term: Fall 2025
Application Deadline: Friday, August 18, 2025

Program hiring:

MESA PROGRAM

The Mathematics, Engineering Science, Achievement Program is a cooperative effort between Los Angeles Harbor College and our partner colleges and universities. It is intended to serve students majoring in a calculus-based STEM (Science, Technology, Engineering, and Math) program or field, interested in a challenging curriculum designed to prepare them for transfer to a 4-year university. Students who complete the MESA program requirements can receive priority consideration for admission to our partner colleges and universities.

Requirements:

- Must be enrolled in at least 12 upper-division units, or 9 graduate units, in counseling or a related field at an accredited four-year college or university in good standing.
- Verification of enrollment is mandatory.
- Be available to work 15-20 hours per week, Monday-Thursday between the hours of 8am-7pm
- Potential start date is to be determined.
- **Email Resume by Monday, August 18, 2025, to all 4 emails below. Please add "UPI MESA Resume" on the Subject Line:**
 - MESA Director, Heidi Medrano medranhp@lahc.edu
 - MESA Counselor, Javier Gonzalez gonzalj11@lahc.edu
 - Dean of Student Services, Tiffany Sergio, SERGIOT@LAHC.EDU
 - Vice President of Student Services, Dr. Sorangel Hernandez, HERNANSP@LAHC.edu
- Be available to interview **in-person** on Monday, August 25, 2025

Employment Limit:

- Five (5) years, unless evidence is provided which demonstrates the student is diligently pursuing the attainment of an academic degree.

UPI Duties:

- Experience with caseload management and/or working with specialized student groups or populations
- Closely monitor, communicate, and provide follow-up for the assigned student caseload
- Meet, greet, and assist students as they come to the MESA Center.
- Perform essential clerical and logistical support for the program and MESA center
- Have strong customer service and communication skills
- Help plan and coordinate University and Industry fieldtrips
- Assist with the organization, development, and facilitation of workshops/activities/events for MESA students related to topics such as information sessions, classroom presentations, professionalism, the transfer process, time and stress management, career planning or exploration, and self-development.
- Assist students with university applications for admission to Universities of California, California State Universities, and Private Institutions.
- Assistance in initiatives to support the Los Angeles Harbor College Mission, Strategic Educational Master Plan, Institutional Learning Outcomes, Service Area Learning Outcomes, and Student Learning Outcomes
- Experience with graphic design platforms for the purpose of creating marketing materials and promotional content
- Knowledge or familiarity of ConexEd/Cranium Café Lobby, chat, and scheduling features,
- Operate and create Zoom meetings for a variety of services such as workshops, trainings, and team meetings
- Experience with Microsoft applications such as Excel, PowerPoint, Outlook, OneDrive, Bookings etc.
- Enter student attendance data in ConexEd/Cranium Café/Excel Track daily
- Inform students of College Source software to look for college and university catalogs.
- Promote the use of Assist.org for CSU (California State University) and UC (University of California) (University of California) transfer requirements equivalents.
- Manage MESA social media accounts, website page, and Canvas page.
- Be a liaison between the student, their instructors, and the office
- Periodically update assigned student files including student appointments, intake form, workshop completion, number of student contacts, early alerts, academic program update and changes to their schedules.
- Collaborate with LAHC's Student Services programs and represent the office in campus community events
- Shadow counseling appointments to learn best counseling practices
- Participate in staff meetings and/or trainings
- Other duties as assigned by either the Counselor, Director, or Vice President of Economic & Workforce Development