



JOB DESCRIPTION

JOB TITLE: Upward Bound Academic Coordinator	FLSA: Exempt
Department: Student Services	Date: 11/30/2017
Dept Code: Acct Code:	Grade: C-41
Reports To: Director of Upward Bound	

Job Summary

This grant-funded position provides academic advisement and student support services to participants in the Upward Bound Program. Under general supervision of the Upward Bound Program Director. The Upward Bound Academic Coordinator will assist with the development, academic coordination, advising and implementation of the Upward Bound Program and activities to improve student success. Responsible for academic and personal advising, recruiting, retaining and assessing program participants. Responsible for coordinating the homework labs and tutor services during the academic year and summer enrichment component, including the dual credit and bridge component.

Essential Functions

- Develops an Individual Education Plan for participants, follows up with students, parents, teachers, high school counselors at target high school, college admissions counselors, and financial aid personnel to ensure students are successful as they work toward a rigorous high school diploma and prepare for the college admissions process;
- Monitors students' academic progress, and assists high school teachers with follow-up of students who are participants in the Upward Bound Program and have excessive absences, unsatisfactory grades, etc.; advise and work with students who have been identified as having difficulties in the classroom, etc.
- Assists disadvantaged, racially and culturally diverse first generation prospective college students to adjust to and succeed in high school while preparing them to succeed in college;
- Assists with student recruitment, student activities, and linkages for assistance with support services;
- Assists with orientation programs and/or classes;
- Advises and assists with the registration process of dual credit and college bridge students and maintains degree plans;
- Assists with recruiting, training, matching and monitoring learning facilitators/peer tutors;
- Assists students in planning educational programs compatible with their interests, needs, and abilities
- Prepares documents, reports, contracts and routine correspondence;
- Assists in the retention efforts of the program by maintaining contact with students and parents throughout the academic and summer components of the program;

- Completes and submits advising reports on each participant monthly, and assists the Director with the planning and implementation of the instructional component, educational, cultural, social enrichment activities, and college visits;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Assists the Director with the tracking of Upward Alumni and year end reports;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Performs all other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor's degree in social work, social science, education, or related field;
- One to three years of experience in a TRIO Program or with low income, first generation potential college students;
- Knowledge of academic programs, college admissions process, financial aid process, assessment and academic advisement;
- Skill in establishing and maintaining effective working relationships with students, college and high school faculty, staff and the public;
- Demonstrated ability to facilitate groups and conduct workshops;
- Commitment to a teambuilding approach;
- Ability to work effectively within an ethnic, cultural and socially diverse student population;
- Strong interpersonal, oral and written skills to effectively communicate with students, staff, faculty, and the general public in a courteous manner;
- Strong organizational and management skills;
- Strong case management skills;
- Self-motivated and results-oriented;
- Proficient in the use of PCs and associated software.

Preferred Education, Skills and Abilities

- Master's degree in social science, social work, or counseling;
- Fluency in written and spoken Spanish;
- Experience overcoming barriers similar to those faced by the target population.

Work Environment

- Position operates in field and climate controlled environment, office at Ball High School and Galveston College
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Ability to work 18 – 20 Saturdays per academic year, late evenings, and overnight travel with participants
- Ability to work summer hours 7:30 a.m. – 6:00 p.m.
- Ability to travel as required for workshops and conferences;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?_____

Signature

Date