



JOB DESCRIPTION

JOB TITLE: Director of Upward Bound	FLSA: Exempt
Department: Upward Bound	Date: 5/19/2015
Security Sensitive: Yes	Grade: C-51
Reports To: Vice President of Student Services	

Job Summary

Under the direction of the Vice President of Student Services, the Upward Bound Program Director will be responsible for the development and administration of the Upward Bound Program including hiring, training, supervising and evaluating project staff, fiscal management, project development and management, and liaison to the target area communities. The Upward Bound Director will also provide direct services to Upward Bound participants. This is a grant funded position.

Essential Functions

- x Coordinate and/or conduct all participant assessments to determine the extent of academic, personal, and career counseling needs.
- x Direct participant recruitment and selection of students; meet individually and in groups with participants on a regular basis to provide information and assistance supporting successful school completion and postsecondary entry.
- x Assist participants with exploration, goal setting, planning, and follow through; monitor participants' progress.
- x Administer the annual budget.
- x Hire, train, supervise, and evaluate Upward Bound staff.
- x Serve as a liaison to departments, target school administrators and community agencies.
- x Supervise the maintenance of accurate Upward Bound data to generate monthly/quarterly/annual reports and to evaluate the performance of participants and the attainment of project objectives.
- x Prepare and submit Annual Progress/Performance Reports utilizing college procedures.
- x Prepare formative and summative program evaluations.
- x Prepare continuation budgets and competitive program continuation proposals.
- x Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, and other employees;

- x 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;
- x Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable attendance is a job requirement;
- x Other duties as assigned.

Minimum Education, Skills, and Abilities

- x M.S. degree in counseling, sociology, social workrelated field. At least three years experience dispersing, managing and implementing educational programs for students or an equivalent combination of education and experience.
- x Demonstrated sensitivity to the needs of disadvantaged students is required.
- x Experience administering federal grant and federal budgets preferred.
- x Demonstrated knowledge of accounting principles and procedures.
- x Knowledge of issues affecting the academic potential of low income, first generation collegebound youth (bilingual preferred).
- x One-year experience in career counseling and application of assessment instruments and diagnostic tests.
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- x Ability to express effectively both in written and oral communications. Ability to effectively present information in one-on-one and small group situations.
- x Working knowledge of personal and instructional computing applications required.

Work Environment

- x Position operates in field and climate controlled office environment.

Special Requirements

- x Must hold Licensed Professional Counselor (LPC) certification.
- x Ability to maintain flexible schedule including evening and weekend work.
- x Subject to 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