



## Job Classification Description

**ASSISTANT DIRECTOR, UPWARD BOUND/LSC  
VSC UP- PAT Bargaining Unit**

**Grade 11  
Exempt**

### **BASIC FUNCTION**

To assist the director with all aspects of administration of the Upward Bound Program; to provide academic, and career counseling for eligible students; and to coordinate the work/mentoring component for the summer program.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Assist in planning, implementing, administering, coordinating, monitoring and evaluating the various specific activities, functions and services of the Upward Bound Program, including operating policies and procedures. Participate in the development and modification of program goals, objectives, services, activities, and policies, in accordance with student needs, institutional objectives and resources, and funding agency requirements.
- Assist in supervising 15 to 20 part-time and/or student counselors and coordinators associated with the program, as well as program office staff, including interviewing, hiring, training, and evaluating staff. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like.
- Coordinate the work/mentoring component for the summer program, including: planning, locating job sites, working with mentors on a weekly basis and performing a variety of grant/fundraising projects to help fund the program.
- Play a key advisory role in a variety of key research and planning tasks associated with the program, typically involving developing program goals and specific plans for implementing goals, assist with the preparation of the federal Upward Bound grant and other grant and fundraising activities.
- Assist with a variety of on-going administrative tasks associated with the program, such as designing and maintaining appropriate records systems, preparing reports on program activities and status for funding agency, designing and implementing appropriate program and staff evaluation processes to ensure compliance with funding agency requirements, and so forth.
- Assist with various planning tasks associated with the summer residential program, such as evaluating appropriate academic class levels for students, scheduling the academic program, hiring summer staff, developing job sites,

planning group excursions and projects, making all necessary arrangements for use of residence halls, dining halls and other campus facilities, preparing a handbook on the summer program, and the like.

- Assist with all facets of administering the summer program, including staff and participant supervision, coordinating of activities, monitoring job sites and serving as a general liaison with on-site supervisors.
- Compile and disseminate information to the public regarding program services. Write/edit various other educational and information materials.
- Assist in recruiting students for the program and maintaining a comprehensive system of student needs assessments, involving working with prospective applicants and their parents at schools and in their homes.
- Design, implement and provide personal, career and academic counseling for both residential and outreach components of the program.
- Assist in carrying out postsecondary placement of students and provide assistance to students and families throughout the college application and financial aid application process. Plan college visits for seniors, and provide transportation if needed. Serve as a general education and behavioral consultant for staff, parents and school personnel.
- Monitor academic progress of students through regular contact with school personnel, program personnel, students, and family members.
- Plan and organize workshops for students during the academic year intended to increase their academic and personal success.
- Attend relevant local, regional and national professional meetings.

### **SUPERVISION RECEIVED**

General supervision is received from the Director of Upward Bound.

### **SUPERVISION EXERCISED**

Partial administrative and functional supervision of 15 to 20 program staff, principally part-time or student.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in liberal arts, human services or other appropriate discipline, with master's degree desirable, plus two to four years of relevant counseling or teaching experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong base of general knowledge and skills relevant to the program, such as counseling, working with community action agencies, educational program design, implementation and evaluation, understanding of postsecondary opportunities and admission policies/processes, and the like.
- Directly related experience working with the program's targeted constituency desirable.
- Excellent counseling skills.
- Strong writing skills.
- Good planning, administrative, organizational, and supervisory skills.
- Ability to deal effectively with and serve as a principal program representative to students, parents, secondary and post-secondary school personnel, community agencies, funding agencies, and the like, as well as various College personnel, requiring skills in individual counseling, coordinating and public presentation.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**