



Job Classification Description

**ASSISTANT DIRECTOR, UPWARD BOUND/JSC
VSC – UP PAT Bargaining Unit**

**Grade 11
Exempt**

BASIC FUNCTION

To assist the director with all aspects of administration of the Upward Bound Program, provide academic and career counseling for eligible students and coordinate the summer program residential life and work study components.

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 the planning, development and implementation of intensive summer academic residential program. Specifically coordinating the supervision of summer residence halls and staff and evening activities. Assist in the interviewing, hiring, and training of summer residential staff including formal evaluation of their performance. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual task and resolve problems as they arise.
- Assist with coordination of summer work study Invest in a Scholar internship program, including planning, locating job sites, and working with business mentors on a weekly basis.
- Plan, organize and conduct workshops for students/ parents intended to increase their understanding of college admissions and improve academic success; plan and participate in other program activities, including trips and special events.
- Recruit, train and supervise in-school coordinators at target high school associated with the program during the academic school year; establish weekly contact with coordinators to plan, coordinate and implement program activities, assign and review student accomplishments; review student progress toward meeting program expectations contracts; monitor academic progress of students through regular contact with school personnel, program personnel, students, and family members, foster communication between program, students, school and parents, and assist with difficult or unusual tasks and resolve problems.
- Play a key advisory role in a variety of research and planning tasks associated with the program, typically involving developing program goals and specific plans for implementing goals, writing grant proposals, and the like.

- 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.
- 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 and provide transportation if needed. Serve as a general education and behavioral consultant for staff, parents and school personnel.
- Plan and organize workshops for students during the academic year intended to increase their academic and personal success.
- Attends 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 five to seven in-school coordinator program staff, assist with functional supervision of program staff and direct supervision of summer program residential staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in education, psychology, counseling, or other related field required, with master's degree desirable, plus two or more years experience working with students from first generation, low income backgrounds, and/or two or more 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 TRIO students; educational program design, implementation and evaluation, understanding of post-secondary opportunities and admission policies/processes, and the like.
- Effectively communicate with students, parents, and secondary and postsecondary

school personnel, community agencies, funding agencies and various college personnel as a principal program representative.

- Directly related experience working with the program's targeted constituency desirable.
- Excellent counseling skills.
- Strong writing skills and must have demonstrated computer skills.
- Must be available to work flexible hours and weekends, especially throughout academic/residential summer program.
- 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.

10/07