UNIVERSITY OF WISCONSIN-SUPERIOR
Position Description
Upward Bound Academic Coach

Working Title: Upward Bound Academic Coach-TRIO
Hays Hill Title/Level: Associate Instructional Specialist
Position reports to: Student Services Program Manager II, Student Success Services, Upward Bound Program
Type of Appointment: 50% time, twelve-month renewable appointment, grant funded
Time Split: 35% FTE, 14 hrs/week September-May; 100% FTE, 40 hrs/week June-August

Position Summary:
The Upward Bound Academic Coach will provide one-on-one academic guidance, support, and monitoring to ensure student success. This role will also provide minimal operational support of the Upward Bound Program through communication, reporting, and budget documentation.

Duties and Responsibilities:
1. Assist the Director in assessment of the academic needs of participants including the development of Personal Education Plans (PEP)
2. Act as liaison between teachers, school counselors, school administrators, students, and the Upward Bound program to establish academic support plans, which may include visits to the Superior High School and grade report requests
3. Assist in monitoring the academic growth of participants on an ongoing basis
4. Coordinate the development of summer curriculum, syllabi, class schedules, and teaching resources
5. Provide students with academic, college, career, and personal guidance and information based on academic timeline
6. Maintain current and complete personal and academic records on participants
7. Assist with producing program publications and reports, memorandums and other communication for active engagement and recruitment
8. Ensure expenses are managed appropriately for travel and office events in accordance with federal, state, and University policies
9. Assist with federal reports and serve as an editor for Upward Bound documents
10. Assist Director with monthly budget reconciliation and documentation
11. Other duties as assigned

Knowledge, Skills and Abilities:
- Knowledge of and experience with federally funded programs for economically disadvantaged students
- Supervision skills and experience working with high school students
- Skill in analytical, critical thinking, problem recognition and resolution skills.
- Skill in counseling or guidance
- Excellent communication skills both orally and written
- Skill in effective leadership and team work
• Demonstrates experience working with low income, first generation, and minority students
• Ability to manage and coordinate multiple projects, and prioritize effectively to meet specific deadlines
• Ability to establish and maintain effective working relationships with staff, administrators, students and other personnel
• Ability to commit to quality, integrity, responsiveness and highest ethical standards
• Ability to exhibit creativity, self-direction and the capacity for independent work
• Ability to participate in evening and weekend events as necessary

Required Qualifications Include:
• Bachelor’s Degree in Education or another related field
• Experience working with high school students

Preferred Qualifications Include:
• Experience in curriculum design, implementation, and evaluation of academic and diagnostic programs for high school students
• Successful experience in working with low-income and potential first generation high school students
• Demonstrated skills in motivating students academically
• TRIO experience