UNIVERSITY OF WISCONSIN-SUPERIOR  
Position Description  
Upward Bound Coordinator

Working Title: Upward Bound Coordinator-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: 100% time, twelve-month renewable appointment, grant funded

Position Summary: The Upward Bound Coordinator is to provide academic, personal, and career counseling and services to federally qualifying students. They will also provide leadership for students, and tutor/mentors.

Duties and Responsibilities:
1. Develop and coordinate the weekly tutorial component of the Upward Bound Program.
2. Develop and coordinate the 6 week summer academic program and may reside in the residence halls.
3. Assist the director in the training, supervision, and evaluation of academic year tutors and summer instructors and monitor time sheets. Organize work flow and work space.
4. Coordinate the development of summer curriculum, syllabi, class schedules, and teaching resources in accordance with program goals and objectives.
5. Assist the director in assessment of the academic needs of participants, the development of Personal Education Plans (PEP), administering the program’s standardized tests, and monitoring the academic growth of participants on an ongoing basis.
6. Work closely with tutors and instructors to establish individualized and appropriate academic support plans and services which includes visits to the Superior High School.
7. Design and coordinate Saturday sessions which include; academic, community service, cultural, and study skills workshops including ACT preparation.
8. Maintain current and complete academic records on all participants. Acting liaison between teachers, students, school counselors, school administrators, and the Upward Bound program.
9. Provide students with academic, college, career and personal guidance and information on a timely and ongoing basis, including researching scholarships and colleges appropriate for the student.
10. Assist Director with recruiting of the incoming student and application selection process.
11. Update and maintain website for the Program and edit documents when necessary
12. Complete other job related duties as assigned

Knowledge, Skills and Abilities:
- Knowledge of Curriculum Development for high school.
- Knowledge of and experience with summer camps and summer school.
- 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, project management, problem recognition and resolution skills.
- Skill in counseling or guidance.
- Excellent communication skills both orally and written.
- Skill to maintain Upward Bound website
- 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 or goals.
• Ability to establish and maintain effective working relationships with staff, administrators, students and other personnel.
• Ability to commit to quality, integrity, customer service, responsiveness and highest ethical standards.
• Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organization skills.
• Ability to participate in evening and weekend events as necessary.
• Ability to supervise and manage student workers.
• Ability to communicate effectively, both verbally and in writing.

**Required Qualifications Include:**
• Bachelor’s Degree from an accredited institution in Education or another related field.
• Experience working with high school students
• Experience supervising staff

**Preferred Qualifications Include:**
• Experience in the design, implementation, and evaluation of academic and diagnostic programs and activities for high school students.
• Successful experience in working with low-income and potential first generation high school students.
• Demonstrated skills in motivating students and staff.
• Prior TRiO experience