Position Description
Upward Bound Program-TRIO
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: 100% FTE, 40 hrs/week, twelve-month renewable appointment,
grant funded

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. Assess the academic needs and support students through the use of Personal
Education Plans (PEP) and coaching in topics such as career exploration, scholarship
applications, and study skills.
2. Lead weekly tutorial component of the Upward Bound program, including providing
academic, college, and career guidance.
3. Work with Coordinator in recruiting, training, and supervision of academic-year tutors.
4. Act as liaison between teachers, counselors, administrators, students, and the Upward
Bound program, which may include visits to the Superior High School.
5. Monitor the academic progress of all students, including periodic grade checks and
oversight of students on academic warning or probation.
6. Coordinate summer program course logistics, including supporting summer program
teachers to establish course content and academic support plans.
7. Develop curriculum for ACT preparation to be implemented during Saturday sessions,
Thursday tutoring sessions, and the summer program ACT course. Stay up to date with
current research regarding best practices for ACT preparation.
8. Assist Coordinator in the development, implementation, and evaluation of the academic
components of programming, which includes FAFSA night, ZAPS ACT prep session,
Saturday sessions and the six-week summer program.
9. Maintain current and complete personal and academic records on participants and
current employees, as well as students participating in the recruitment process.
10. Assist with producing program publications and reports, and other communication for
active engagement, such as updating social media and contributing to the newsletter.
11. Ensure expenses are managed appropriately for staff travel and office events in
accordance with federal, state, and University policies.
12. Provide telephone correspondence and one-on-one contact to answer questions
regarding Upward Bound, and assist with federal reports in a timely manner.
13. Complete mandatory trainings and professional development opportunities.
14. Other duties as assigned
Knowledge, Skills and Abilities:

- Demonstrates experience working with low income, first generation, and underrepresented 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
- 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

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
- Camp Experience
- TRIO experience