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: 50% annual; 33% FTE, 13.36 hrs/week September-May; 100% FTE, 40 hrs/week June-August; 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. This role includes coordination of activities and services related to program goals. Provide leadership and support for students to achieve their academic goals and attend post-secondary education.

Duties and Responsibilities:
1. Develop and coordinate weekly tutorial component of the Upward Bound Program
2. Develop and coordinate the 6 week summer residential program and may reside in the residence hall
3. Assist the Director in the training, supervision, and evaluation of student workers and process time sheets
4. 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
5. Work closely with student workers to establish individualized and appropriate academic support plans and services
6. Design and coordinate Saturday sessions which include; academic, community service, cultural, financial literacy, ACT preparation and study skills workshops
7. 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
8. Assist Director with recruiting of the incoming student and application selection process
9. Update and maintain social media for the Program and edit documents when necessary
10. Evaluate student workers performance or work duties on an ongoing basis. Advise student workers as needed on performance and report to Director
11. Coordinate events such as open house, parent and student orientation, awards ceremony and banquet, including arrangement of space, transportation logistics and resources
12. Provide telephone, correspondence and one-on-one contact, to answer questions concerning Upward Bound
13. Supervise students as needed
14. Complete other job related duties as assigned

Knowledge, Skills and Abilities:
- Knowledge of and experience with summer camps and residence life
- 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
- Skill in counseling or guidance
• Skill to maintain social media
• Skill in effective leadership and team work
• Ability to work 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
• 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, with a diverse campus and population

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

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