Position Description
Upward Bound Program-TRIO
Counselor/Coordinator

Working Title: Upward Bound Coordinator-TRIO
Hays Hill Title: 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 Counselor/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 the 6-week summer residential program, primarily the residential components and the educational tour, as well as supporting the Academic Coach in the development of the academic components.
2. Serve as the Head Resident during the 6-week summer residential program, residing on campus with the UB students, responsible for appropriate documentation.
3. Hire, supervise, and evaluate Summer Resident Assistant staff, including developing a curriculum for RA training and leading daily staff meetings.
4. Lead the development, implementation, and evaluation of Saturday sessions, focusing on the social and emotional learning components, such as community service, cultural enrichment, identity development and financial literacy.
5. Coordinate all non-academic events such as open house, parent and student orientation, the summer program banquet, including arrangement of space, transportation, logistics, and resources.
6. Assist with weekly tutorial component of the Upward Bound Program by providing social and emotional supports for students in their personal goals outlined in their Personalized Education Plans (PEP).
7. Assist the Academic Coach with the monitoring of academic progress of UB students, including assisting with identifying and counseling students through the emotional factors which may be contributing to their academic performance.
8. Work with Academic Coach in recruiting, training, and supervision of academic-year tutors, including assisting with the development of the mentorship components of tutoring.
9. Support Director and Academic Coach in the development and implementation of program evaluation and recruitment measures.
10. Ensure program maintains consistent engagement through all communication streams, such as program publications and reports, traditional news media, social media, and the newsletter.
11. Ensure expenses are managed appropriately for all student travel 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 timely manner.
13. Complete mandatory trainings and professional development opportunities
14. Complete other job-related 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
- Knowledge of and experience with summer camps and residence life
- 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, project management, problem recognition and resolution
- Skill in counseling or guidance
- Skill in effective leadership and teamwork

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