NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Associate Director of Upward Bound

Department: Student and Outreach Services/CIS
FLSA Status: Exempt
Reports To: Associate Dean of Outreach Services/Executive Director of CIS

Grade/Level: Admin/Prof II-A
Amount of Travel Required: As needed

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor
Contract Length: 11.5 months

PURPOSE:

The Upward Bound Associate Director plans, directs and monitors the daily activities of the Upward Bound Program under the general supervision of the Associate Dean of Outreach Services/Executive Director of CIS and Upward Bound. This person will also employ, train, and supervise program instructors, tutors, and other designated personnel. The Associate Director will assess the academic and social needs of program participants and create curriculum and programming to meet those needs. This person will also assist in developing and maintaining a database and using it for program management and reporting in accordance with all applicable regulations.

MAJOR RESPONSIBILITIES:

- Provide supervision and direction of the Upward Bound staff such that the Upward Bound project objectives are addressed.
- Assist in increasing collaborative efforts with other Outreach Services programs including CIS, ACE, Mentoring, Adult Education and others.
- Provide daily leadership and oversight during the academic year and summer components of the Upward Bound project.
- Plan, coordinate, implement and supervise appropriate Project activities and services during the Academic and Summer Component.
- Administer and review pre/post standardized assessment scores and qualitative surveys to document academic improvement and satisfaction with Project service.
- Monitor the collection and data entry of Participant records utilizing the Project database system and supervise the maintenance of the required Participant file documentation.
- Maintain a caseload of approximately 20 active students.
- Coordinate the tracking of all Project alumni in order to monitor and document postsecondary attainment rates.
- Assist the Project Director with the preparation and submission of internal and external reports including the Department of Education Annual Performance Report (APR). Generate daily, weekly, monthly demographic and contact reports from the Project database.
- Assist in recruiting and selecting program participants each year in accordance with federal guidelines.
- Other duties as assigned.

POSITION CHARACTERISTICS:

- Detail oriented with the ability to manage multiple tasks
- General knowledge of public school operations, higher education, and financial aid procedures
- Ability to interpret accurately applicable regulations and to assist in administering the project accordingly
- Ability to supervise/work with others effectively and excellent written and verbal skills
- Technical skill sufficient to develop and maintain a computerized database is necessary
• Strong desire to facilitate the educational advancement of at-risk youth

MINIMUM QUALIFICATIONS:

• Bachelor’s degree required in counseling, psychology, education, social work or related field.
• Minimum of two years of experience working with TRIO or similar program with disadvantage and at-risk students.
• Minimum of 2 years of experience supervising, training and evaluating others.
• Experience coordinating and supervising Project programming components and activities and services.
• Experience advising and assisting at-risk students with the college admissions and financial aid process.
• Knowledge of public school procedures and operations.
• Experience in writing/administering grants and with submitting reports.
• Ability to provide exemplary service to all served.
• Excellent written and verbal communication skills.

PREFERRED QUALIFICATIONS:

• Master’s Degree
• Experience with TRIO programs or similar projects
• Background similar to students served by the Upward Bound project; sensitive to the needs of disadvantaged students

SIGNATURES:

__________________________________________________________ Date
Upward Bound Associate Director

__________________________________________________________ Date
Associate Dean of Outreach Services/Executive Director of CIS

__________________________________________________________ Date
Vice President for Student and Outreach Services

__________________________________________________________ Date
President