NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Upward Bound Coordinator

Department: Student and Outreach Services
FLSA Status: Exempt
Grade/Level: Admin/Prof Classification I-G

Job Status: Full Time
Reports To: Associate Dean of Outreach Services
Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 12 months

PURPOSE

The Counselor/Coordinator will coordinate services and activities for Upward Bound participants under the general supervision of the Upward Bound Project Director. This person will also employ, train, and supervise program instructors, tutors, and other designated personnel. The counselor/coordinator will assess the academic and social needs of program participants and assist in developing and maintaining a database to support all aspects of the Upward Bound program.

Major Responsibilities:

- Effectively implement and coordinate Upward Bound services and activities for the program participants.
- Assist in the procurement and supervision of Upward Bound staff including part-time instructional personnel, tutors, and residence hall personnel.
- Assess the educational, academic and social needs of the program participants.
- Provide academic, career, and personal counseling/advisement to program participants.
- Provide educational, cultural and social enrichment activities for program participants.
- Work with Upward Bound staff, Northeast Texas Community College staff, and other service providers in coordinating services to participants.
- General responsibility for developing and maintaining the Upward Bound program database.
- Other duties as may be assigned by the director.

POSITION CHARACTERISTICS:

- Detail oriented
- Able to manage multiple tasks
- Excellent, verbal and interpersonal skills
- Requires secondary school experience with a teaching background in one of the disciplines emphasized in the Upward Bound program
- Experience in a counseling/advising role in a secondary school or college setting
- Technical skill sufficient to develop and maintain a computerized database is necessary
- Strong desire to facilitate the educational advancement of at-risk youth

QUALIFICATIONS:

- Bachelor’s degree required in counseling, education, social work or related field
- Secondary school teaching experience with a teaching field in reading, composition, math, science or foreign language; or two years of experience as a counselor, or similar assignment with counseling/advising responsibilities, with a secondary school or community college setting
- Working knowledge of academic assessment instruments
- Experience in preparing educational plans for students
- Experience working with students from diverse and disadvantage backgrounds
• Technical skill sufficient to develop and maintain a computerized database
• Ability to create and implement a variety of enrichment activities for Upward Bound program participants
• Excellent written and verbal communication skills.

PREFERRED QUALIFICATIONS:
• Master’s degree in education, counseling, social work or related field
• Supervisory experience
• Experience with TRIO programs or similar projects
• Background similar to students served by the Upward Bound project
• Sensitive to the needs of disadvantaged students

This is a grant-funded assignment contingent upon receipt of funding.

SIGNATURES:

________________________________________________________  _______________________
Upward Bound Counselor/Coordinator                              Date

________________________________________________________  _______________________
Upward Bound Project Director                                  Date

________________________________________________________  _______________________
President                                                    Date

Job description developed: 2009
Reviewed:                June 28, 2010, by Diana Hall
Revised:                 Prepared by: Melody Henry