NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Upward Bound Project Director

Department: Student and Outreach Services
FLSA Status: Exempt
Grade/Level: Admin/Prof Classification II
Job Status: Full Time
Reports To: Associate Dean of Outreach Services
Amount of Travel Required: As needed
Positions Supervised: All Upward Bound site coordinators and employees
Contract Length: 12 months

PURPOSE: The Upward Bound Project Director plans, directs, monitors and evaluates activities and programs designed to assist low income and/or potential first generation college students in completing high school and entering into post-secondary education in accordance with all applicable regulations. The director also oversees the preparation and submission of reports as required.

MAJOR RESPONSIBILITIES:

- Provide supervision and direction of the Upward Bound staff such that the Upward Bound project objectives are addressed.
- Develop and maintain communication and effective working relationships with the Department of Education, the target schools, the college community and all other project stakeholders.
- Serve as the Upward Bound liaison to the target schools and to Northeast Texas Community College.
- Coordinate services to Upward Bound students with district service providers.
- Provide leadership and oversight for all aspects of the academic year and summer components of the Upward Bound project.
- Evaluate all aspects of the Upward Bound Project in accordance with prescribed evaluation procedures.
- Submit reports as required
- Other duties as may be 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 administer the project accordingly
- Ability to supervise/work with others effectively and excellent written and verbal skills
QUALIFICATIONS:

- Master’s degree required in counseling, psychology, education administration, social work or related field.
- Minimum of two years experience working with students from diverse and disadvantaged backgrounds
- Knowledge of public school procedures and operations
- General knowledge of higher education and financial aid procedures
- Experience in writing/administering grants and with submitting reports
- Excellent written and verbal communication skills

Preferred Qualifications:

- Supervisory experience
- Experience with TRIO programs or similar projects
- Background similar to students served by the Upward Bound project; and sensitive to the needs of disadvantaged students

SIGNATURES:

_________________________________________________  _______________________
Upward Bound Project Director                                  Date

_________________________________________________  _______________________
Associate Vice President for Outreach Services                  Date

_________________________________________________  _______________________
President                                                           Date

Job description developed: 1995
Prepared by: Kenny Goodson, Jerry Henry