



Job Title: Upward Bound Academic Coordinator
Reports to: Director of Upward Bound
Terms: Full time 12 month position

Duties:

1. Recruit and select UB participants from target schools.
2. Coordinate and implement curriculum or academic year and Saturday academies.
3. Travel to respective target schools to meet with participants on a weekly basis to provide academic advisement, assessment, information, and assistance related to successful school completion and post/secondary entry and career advisement needs.
4. Establish a high-quality rapport with target school staff.
5. Monitor students' grades every 6 weeks and coordinate services to meet the needs of the students in order to meet UB objectives.
6. Coordinate and supervise UB tutors, summer faculty staff, resident assistants, and volunteers.
7. Coordinate workshops for participants and parents on career opportunities, financial aid availability, and college preparatory coursework.
8. Coordinate Saturday Academies during academic school year including college visits, cultural activities, and community events.
9. Maintain accurate, up-to-date student's records and database, including documentation of contact with each participant and all other data relevant to participant and project progress.
10. Compile and analyze data for reports required by the U. S. Department of Education. Prepare and submit all requested reports in an accurate and timely manner.
11. Coordinate Six week Summer Enrichment Components including:
 - planning and implementing daily schedules and activities
 - enrolling participants in grade appropriate classes
 - overseeing UB teachers curriculum
 - coordinate living arrangement for participants in resident halls
 - coordinate summer trips
 - coordinate classroom and vehicle requests
 - travel to target schools to provide transportation for UB participants
 - be accessible for crisis intervention when needed
 - Coordinate job-shadowing project
 - Stipend disbursement
 - coordinate Summer Awards Banquet

Qualifications: Bachelor's degree in Education, Counseling, Social Sciences, or related field required. Experience working in higher education and with a TRIO grant program preferred. Strong computer skills. Knowledge of career workshops, educational assessment tests, tutoring and issues affecting academic potential of low-income and first-generation higher education students. Career development, financial aid, and/or academic advising skills preferred. Applicants should have excellent people and organizational skills and be self-motivated with high energy. Bilingual preferred. Scurry County residency is preferred upon employment.