

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months, grant-funded	Title	UPWARD BOUND OR UPWARD BOUND MATH SCIENCE ASSISTANT DIRECTOR
Revised: 8/28/06	Department	UPWARD BOUND
Level: Professional	IPEDS	OTHER PROFESSIONAL
FLSA: Exempt	Reports to	TRIO DIRECTOR

POSITION SUMMARY

The Assistant Director implements the activities that support the objectives of the project and supervises academic coordinators, tutors, Resident Assistants, Saturday School and Summer Component instructors, and other UBMS staff. The AD is also responsible for providing continuity among and between UB programs' staff. The AD maintains close working relationships with target school personnel (teachers, counselors, and administrators), parents, and college staff/faculty. The AD is responsible for developing and implementing the curriculum for the Summer Component, Bridge Component, and Saturday Schools. The AD works cooperatively with the UB/UBMS staff, TRIO staff, and related college support personnel and is directly supervised by the TRIO Director.

MAJOR FUNCTIONS

1. Coordinate and oversee the process of identifying and selecting eligible participants;
2. Coordinate UB promotions including the web page, brochures, fliers, t-shirts, etc.;
3. Direct activities to identify and document eligible participants' needs and eligibility for UB project services;
4. Coordinate administration of diagnostic and achievement instruments;
5. Coordinate maintenance of complete and accurate confidential participant files (including application and income documents, diagnostic and assessment test scores, high school grades, and summaries of all key project services rendered);
6. Coordinate all activities and provide continuity among the UB and UBMS projects;
7. Establish and maintain close working relationships with target schools staff, parents/guardians of participants, and college faculty and administrators;
8. Design and implement project activities and identify new opportunities for curriculum development throughout the project year;
9. Develop and conduct orientation and workshops for participants, parents, and Saturday/summer faculty;
10. Oversee pre-/post-testing and assessment of participants;
11. Monitor implementation of participants' quarterly EAPs;
12. Design, direct, conduct, and evaluate Saturday School and the Summer Component;
13. Hire, train, place, supervise, and evaluate tutors;
14. Design, organize, implement and evaluate mentoring and job shadowing components;
15. Recruit, hire, train, supervise, and evaluate Saturday School and Summer Component staff and Resident Assistants;
16. Conduct orientation and trainings on instructional procedures for summer staff;
17. Maintain accurate records concerning project activities and participant contacts;
18. Identify, plan, and implement one cultural enrichment activity each semester plus one cultural trip in the summer;
19. Consult with counselors, faculty, financial aid offices, admissions, TRIO staff, and others on behalf of participants;
20. Coordinate chaperoning staff during participant travel;

21. Assist with budget development and monitoring and help to ensure efficient use of project funds;
22. Coordinate preparation of all necessary U.S. Department of Education reports;
23. Coordinate follow-up and tracking of former project participants ; and
24. Fulfill any other duties requested by the Director which job-related circumstances may demand.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Master's degree preferred in math, science, or closely related field.
2. Experience working with high school students and disadvantaged populations.
3. Excellent communication and interpersonal skills.
4. Ability to plan, organize and implement responsibilities effectively.
5. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software.

POSITIONS SUPERVISED

Saturday School and Summer Component instructors, Resident Assistants, and UBMS or UB staff

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals part of the time; but also outdoors part of the time (even in inclement weather) engaging in physical activities such as walking (sometimes long distances), hiking, etc., when helping with student activities.
2. Working hours involve evening and/or weekend work, particularly during summer program.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Office administration work part of the time involving sitting much of the time but will involve mobility within the campus and various sites.
2. Other activities require lifting up to 50 pounds, moving materials from one place to another, participating in physical activities/sports/games, etc. with students.
3. Input, access and distribute information using computers.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.