

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months, grant-funded		UPWARD BOUND/UPWARD BOUND MATH & SCIENCE ACADEMIC LIAISON
Revised Date: 9/26/2016	Department	UPWARD BOUND AND UPWARD BOUND MATH SCIENCE (TRIO)
Level: Professional	IPEDS	Other Professional
FLSA: Exempt – As currently defined by DOL	Reports to	TRIO Assistant Director

POSITION SUMMARY

The Academic Liaison is the educational advisor to the Assistant Director for Upward Bound and Upward Bound Math/Science. The AL will maintain close working relationships with regional target school personnel (teachers, counselors and administrators). The AL will assist the AD in developing and implementing curriculum for the Summer Component and C2C's. The position requires an extensive understanding of the public school environment with an emphasis on college readiness.

MAJOR FUNCTIONS

1. Provide academic advisement to the Assistant Director of UB and UB Math/Science.
2. Prepares all monthly C2C sessions (Curriculum, recruiting teachers, ACT Prep).
3. Prepares summer and C2C academic programs including interviewing prospective teachers, training and procuring supplies.
4. Coordinates annual standardized testing for program participants.
5. Works with Assistant Director to administer all diagnostic and achievement instruments.
6. Identifies academic needs of participants.
7. Design, implement, and coordinate a tutoring program in conjunction with target schools.
8. Interviews, trains, places, supervises and evaluates tutors.
9. Conduct orientation, training sessions and evaluates instructional procedures.
10. Develop and nurture relationships with the target schools, including presentations to central office staff and school boards.
11. Develop relationships with the UB/MS and Bridge Academic Coordinators.
12. Remain current with all state and federal regulations, Missouri curriculum standards and standardized testing.
13. Collect data, prepare reports and assist in seeking other funding opportunities.
14. Establish job shadowing opportunity bank for students to access TRIO friendly employers.
15. Adhere to a project budget, run their own schedule and be a self-starter.
16. Perform other related duties as assigned by the Assistant Director and TRIO Director.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree in education, social work, counseling or related field. Master's degree preferred.
2. Some public school experience desired with knowledge of public school curriculum and hierarchy highly desirable.

3. Experience working with high school students and disadvantaged populations.
4. 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

None

WORKING CONDITIONS

1. Generally 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

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