

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months, UB/MS grant-funded	<b>Title</b>	UPWARD BOUND OR UPWARD BOUND MATH SCIENCE DIRECTOR
<b>Revised:</b> 7/1/2018	<b>Department</b>	UPWARD BOUND
<b>Level:</b> Professional	<b>IPEDS</b>	PROFESSIONAL
<b>FLSA:</b> Exempt	<b>Reports to</b>	VICE PRESIDENT OF STUDENT AFFAIRS

**POSITION SUMMARY**

The Director is full-time, 12 months. The Director is responsible for meeting all UB/MS project objectives and implements the activities that support the objectives of the project to ensure compliance. The Director hires, supervises, and evaluates academic coordinators, tutors, resident assistants, all project instructors, and other staff. The Director works cooperatively with other TRIO Directors and staff. The Director maintains close working relationships with target school personnel (teachers, counselors, and administrators), parents, and college staff/faculty. The Director is responsible for managing the development and implementation of the program curriculum for the Summer Component, Bridge Component, and Saturday Schools. The Director is directly supervised by the Vice President of Student Affairs. The position is federally-funded and contingent upon continued grant funding.

**MAJOR FUNCTIONS**

1. Implement all facets of the Upward Bound and/or Upward Bound Math/Science Programs;
2. Maintain accurate records concerning project activities and participant contacts;
3. Prepare all necessary U.S. Department of Education reports;
4. Prepare and updated Policies and Procedures manual;
5. Prepare the annual UB and/or UBMS budgets and monitor to ensure efficient use of funds;
6. Coordinate UB promotions including the web page, brochures, fliers, t-shirts, etc.;
7. Direct activities to identify and select eligible participants and document eligible participants' needs for project services;
8. Coordinate administration of diagnostic and achievement instruments;
9. 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);
10. Coordinate all activities and provide continuity among the UB and UBMS projects;
11. Establish and maintain close working relationships with target schools staff, parents/guardians of participants, and college faculty and administrators;
12. Design and implement project activities and identify new opportunities for curriculum development throughout the project year;
13. Develop and conduct orientation and workshops for participants, parents, and Saturday/summer faculty;
14. Oversee pre-/post-testing and assessment of participants;
15. Monitor implementation of participants' quarterly EAPs;
16. Ensure staff design, direct, conduct, and evaluate the Saturday School and the Summer Component;
17. Hire, train, place, supervise, and evaluate tutors;
18. Design, organize, implement and evaluate mentoring and job shadowing components;
19. Ensure staff recruit, hire, train, supervise, and evaluate Saturday School and Summer Component staff and Resident Assistants;
20. Conduct orientation and trainings on instructional procedures for summer staff;
21. Maintain accurate records concerning project activities and participant contacts;

22. Identify, plan, and implement all cultural, educational, and enrichment activities;
23. Consult with counselors, faculty, financial aid offices, admissions, TRIO staff, and others on behalf of participants;
24. Coordinate chaperoning staff during participant travel;
25. Direct tracking of former project participants ; and
26. Fulfill any other duties requested by the VPSA which job-related circumstances may demand.

### **KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor's degree required, master's degree preferred in math, science, or closely related field.
2. A minimum of three years of experience working with high school students
3. Experience working with students and/or disadvantaged populations.
4. Excellent communication and interpersonal skills.
5. Ability to work independently with no direct on-site supervision.
6. Ability to plan, organize and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
8. Ability to drive an automobile and a clean driving record required.

### **EQUIPMENT/SOFTWARE**

Operate standard office computers and software.

### **POSITIONS SUPERVISED**

Saturday School and Summer Component instructors, Resident Assistants, and UBMS and/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. Must be able to travel several days a week as well as an occasional overnight trip.
4. 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.
5. 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 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.