

POSITION DESCRIPTION

JOB TITLE: UPWARD BOUND ACADEMIC COORDINATOR

DEPARTMENT: TRIO/UPWARD BOUND (UB) **DIVISION:** STUDENT AFFAIRS

SALARY RANGE: \$38,343 - \$52,867, COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: UB PROGRAMS PROJECT DIRECTOR

SCHEDULE DETAILS: GRANT FUNDED/PROFESSIONAL/FULL-TIME/12 MONTH POSITION/PSRS RETIREMENT

DATE OF LATEST REVIEW/REVISIONS: OCTOBER 2, 2020

Position Summary

The Academic Coordinator (AC) recruits and selects participants and develops and implements quarterly participant Educational Action Plans (EAPs). The AC also assists in administering and interpreting assessments. The AC maintains participant files, monitors monthly grades and progress reports, and calculates monthly stipends. The AC ensures that each participant is provided with sufficient academic support and chaperones various educational and cultural activities. The AC must maintain strong, positive relationships with tutors and contact personnel at the target schools; the AC is the project's primary point of communication with the participants and high school counselors. This position is grant-funded and continuation is contingent upon grant funds being continued.

Essential Job Duties

- Identify, recruit and select participants;
- Administer all diagnostic assessments to better meet the participant's needs;
- Review state assessment with project participants and interpret test results;
- Prescribe and monitor quarterly EAPs for all participants;
- Review grades and diagnostic and achievement instruments to provide individualized programs of academic and personal support to enable each participant to successfully complete high school and enroll in a post-secondary educational institution;
- Monitor monthly grades and progress reports for all participants;
- Establish and monitor job shadowing opportunities for participants to access TRIO friendly employers;
- Monitor Summer Component grades and progress;
- Work closely with the Academic Liaison to meet the academic needs of participants;
- Work closely with the Academic Liaison to identify potential Saturday School and Summer teachers;
- Assist with Saturday School, Bridge Component, and Summer Component;
- Teach at Saturday School, the Bridge Component, and Summer Component;
- Assist with the Bridge Component;
- Provide academic monitoring through meeting with participants, high school teachers and counselors;
- Document weekly participant contacts;
- Follow-up and document progress with all project graduates and other former project participants at least once each year;
- Assist students with academic resumes, college searches, applications, scholarship searches, and financial aid applications;
- Track and calculate monthly stipends during the Academic Year and weekly stipends during the Summer Component;
- Maintain participant files;
- Chaperone various cultural and educational outings, including college visits;
- Develop a profile of each participant at the conclusion of the Summer Component to share with parents/counselors/teachers; and
- Fulfill any other duties requested by the Project Director which job-related circumstances may demand.

Required Knowledge, Skills & Abilities

- Bachelor's degree required in education, counseling, or related field.
- Experience working with high school students and disadvantaged populations.
- Excellent communication and interpersonal skills.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Preferred Knowledge, Skills & Abilities

- Master's degree

Information Technology Abilities

- Ability to operate a personal computer using the Windows environment
- Ability to operate a personal computer within the Crowder College Network environment using the currently available Microsoft Windows operating system
- Ability to use E-mail and associated calendaring/scheduling applications
- Ability to perform basic word processing using MS Word
- Ability to perform basic spreadsheet functions using MS Excel
- Ability to perform basic database functions using MS Access
- Ability to work within Google Drive and Google documents
- Ability to use other computer programs as needed

Positions Supervised

- Resident Assistants

Working Environment

- 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.
- Working hours involve evening and/or weekend work, particularly during summer program.
- Must be able to travel several days a week as well as an occasional overnight trip.
- A neat appearance and appropriate businesslike apparel are required
- 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

Physical

- Office administration work part of the time involving sitting much of the time but will involve mobility within the campus and various sites.
- Other activities require lifting up to 50 pounds, moving materials from one place to another, participating in physical activities/sports/games, etc., with students.
- Input, access and distribute information using computers.
- 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.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

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

Language/Communication Skills

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

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