



Job Classification Description

**ASSISTANT DIRECTOR, UPWARD BOUND/JSC
VSC – UP PAT Bargaining Unit**

**Grade 11
Exempt**

BASIC FUNCTION

To assist the director with all aspects of administration of the Upward Bound Program, provide academic and career counseling for eligible students and coordinate the summer program residential life and work study components.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Assist in planning, implementing, administering, coordinating, monitoring and evaluating the various specific activities, functions and services of the Upward Bound Program, including operating policies and procedures. Participate in the development and modification of program goals, objectives, services, activities, and policies, in accordance with student needs, institutional objectives and resources, and funding agency requirements.
- Assist in the planning, development and implementation of intensive summer academic residential program. Specifically coordinating the supervision of summer residence halls and staff and evening activities. Assist in the interviewing, hiring, and training of summer residential staff including formal evaluation of their performance. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual task and resolve problems as they arise.
- Assist with coordination of summer work study Invest in a Scholar internship program, including planning, locating job sites, and working with business mentors on a weekly basis.
- Plan, organize and conduct workshops for students/ p

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- **Assist with a variety of on-going administrative tasks associated with the program,**

school personnel, community agencies, funding agencies and various college personnel as a principal program representative.

- Directly related experience working with the program's targeted constituency desirable.
- Excellent counseling skills.
- Strong writing skills and must have demonstrated computer skills.
- Must be available to work flexible hours and weekends, especially throughout academic/residential summer program.
- Good planning, administrative, organizational and supervisory skills.