

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Upward Bound Coordinator

BASIC FUNCTION: Under the supervision of the program Director, conducts outreach to middle and high schools and community agencies, and coordinates activities associated with the U.S. Department of Education TRIO Program, Upward Bound; identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education; encourages participants to graduate from high school and continue to the post-secondary school of their choice.

PROVIDES WORK OR LEAD DIRECTION TO: Assistant to the Coordinator UB

REPRESENTATIVE DUTIES:

1. Organize, develop and disseminate materials to publicize Upward Bound in the community, local school districts and the Riverside Community College District.
2. Identifies and recruits eligible applicants for the program.
3. Collects and analyzes income eligibility documentation
4. Assesses and determines participants' educational needs and academic potential.
5. Develops 9th-12th program services including academic curriculum and personal development workshops.
6. Provides individual and group academic, career and personal advice, to program participants.
7. Develops and conducts career and personal development workshops.
8. Prepares individual participant plans in order to successfully complete CSU/UC course requirements
9. Tracks academic progress of participants throughout high school years
10. Communicates with parents about the academic progress of each program participant
11. Refers participants to community and social assistance agencies for additional support and services beyond the scope of the program.
12. Coordinates and implements field trips, Saturday Academies, six-week summer non-residential programs and a one-week summer residential program
13. Assists participants with applications for financial aid, scholarships, and admissions to post-secondary schools, and may write letters of recommendation.
14. Provides follow-up and advocacy services for participants entering four-year post-secondary schools.
15. Manages and maintains participant files and other programmatic records.
16. Maintains electronic database, files, documents, and student records to meet grant objectives.
17. Prepares draft of annual performance report for Director's review
18. Assists with preparing and monitoring program budgets.
19. Organize, develop, and disseminate program newsletter twice annually brochures, and materials
20. Supervises participants during all program sponsored activities
21. Supervises hourly staff assigned to the Upward Bound Program
22. Assists with implementation and evaluation of program activities.
23. Participates in TRIO related training programs.
24. Participates in District-provided in-service training programs.
25. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
26. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree, from an accredited institution, in education, liberal arts, counseling, or social work is required.

EXPERIENCE: Two years of closely related experience is required. Experience with students, preferably as a teacher, counselor, or program coordinator, member of TRIO or similar programs, is helpful.

LICENSE/CERTIFICATIONS REQUIRED: Must have a valid California drivers license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF: Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of student program participants; Microsoft Access, Word, Excel, PowerPoint, and Publisher.

ABILITY TO: Teach; take directions; engage in creative problem solving; prioritizing; work independently and effectively with a diverse, multicultural environment; establish and maintain effective customer service towards all persons contacted during the course of job; have organizational skills and initiative; communicate effectively both orally and in writing and relate on a personal level with students and parents.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Students, staff, faculty, Middle and High School's personnel, Community Agencies, students and the general public.

WORKING CONDITIONS: Candidate must be able to work 60% of time at a local high school to provide academic and personal advice in a noisy work environment with many interruptions; 20% of time participating in field trips; and 20% of time in a normal office environment. Candidate must be available to work some weekends and stay overnight during summer residential program.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.