

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** DIRECTOR, UPWARD BOUND

**BASIC FUNCTION:** Under the direction of the Dean, Student Services, the Director provides leadership for the Campus' Upward Bound Program. Acts as liaison with targeted high school officials, campus student services programs, community organizations and other universities and colleges to enhance services provided to program participants. Provides avenues of support for retention and persistence of students selected into the program. Provides leadership in the development of the programs to meet District and campus community needs. Coordinates program activities and services at Riverside City College and targeted high schools.

**SUPERVISORY RESPONSIBILITIES:** Supervises staff.

**REPRESENTATIVE DUTIES:**

1. Provide management leadership, coordinate and operate the Upward Bound Program at Riverside City College.
2. Provide the leadership for a campus informational outreach effort to attract participants who are either low-income or first-generation college bound, with educational need for a post secondary education.
3. Maintain compliance with state and federal laws, regulations, and District policies regarding the administration of Upward Bound.
4. Be responsible for mid-year and end-of-year performance, budget, and other reports as deemed necessary.
5. Implement a staff development program to improve the effectiveness and efficiency of the services provided by Upward Bound personnel.
6. Coordinate with District programs and external liaisons with targeted high schools and community service agencies in order to communicate student opportunities and to obtain information regarding potential Upward Bound students.
7. Attend regional and national TRIO/Upward Bound meetings and conferences.
8. Provide liaison with and schedule Upward Bound Advisory Committee.
9. Coordinate an orientation program for new and continuing students.
10. Coordinate and supervise various program activities such as registration, tutorial assistance, counseling, Saturday academies, and other program services at the targeted high schools and campus.
11. Organize, develop, and disseminate brochures, pamphlets and other informational material publicizing the availability of student and academic services provided by Upward Bound.
12. Design, implement, and monitor the Upward Bound Program evaluation.
13. Assure accurate documentation of Upward Bound fiscal records, student records, and evaluation data.
14. Establish and maintain effective and cooperative working relationships with various faculty, staff, and students; and maintain inter-program and interdisciplinary communications.
15. Serve as a member of the Management Association.
16. Through continued study and participation in professional organizations, maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
17. Participate in local, regional and state activities to promote Riverside Community College District and the community colleges.
18. Carry out such other duties as may be assigned by the Dean, Vice President, President or designee.
19. Serves as a member of the Management Association.
20. Performs other related responsibilities as may be assigned.

21. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

**EDUCATION:** Bachelor's degree in education, counseling, psychology, social work, career development or a closely related field is required. Degree must be from an accredited institution.

**EXPERIENCE:** Experience working with low income and first generation student support and retention services, as well as understanding the affective, cognitive, and social needs of the target population, is required. Experience in the development, implementation, management and collaborative promotion of programs is also required. Experience in working with K-12 and community college grant funded programs is desirable. Supervisory experience is preferred. Must have demonstrated leadership, interpersonal, written and oral communication, problem-solving, organizational, and presentation skills.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Staff and organizational development models, instructional technology and active-learning strategies.

**ABILITY TO:** Interact with people of all constituent groups is also a requirement.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Peers, Supervisor, administrators, faculty, staff, governmental agencies, public.

**WORKING CONDITIONS:** Normal office environment.

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.