

ARKANSAS BAPTIST COLLEGE



Upward Bound Coordinator

Position Description:

Under general supervision of the Upward Bound Director, the Upward Bound Coordinator will assist with the development, academic coordination, advising, and implementation of the Upward Bound Program. The Upward Bound Program also includes offers educational, career, social, and cultural activities, as well as academic advisement and student support services to low-income and first-generation high school students.

Essential Duties and Responsibilities:

- Recruitment efforts: conducting regular oral presentations at target schools, community events and other relevant outreach programs. Assist with interviewing potential participants and ensure all participants meet the necessary eligibility requirements as established by the U.S. Department of Education.
- Provide academic, career, and college admission advising to Upward Bound participants.
- Provide appropriate disciplinary actions when necessary.
- Develop a personal education plan (PEP) for participants in a designated grade level including transcript evaluation, academic and extracurricular activity advising, and social/personal/academic intervention.
- Monitor and record attendance and academic performance of students; assist Director in the management of information in the database to insure compliance with the Department of Education's regulations.
- Maintain weekly office hours at one or more of the target schools
- Act as the liaison between the program and parents, target school personnel, community representatives, and post-secondary institutions.

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- Coordinate and facilitate academic support programs including advising, workshops, assessment, and follow-up as well as resource referral.
- Assist with all aspects of planning of the Summer Residential Enrichment Program; this includes onsite residence with students for a designated period.
- Develop, plan and chaperone activities, events, field trips and college tours.
- Dedicate on-going attention to personal professional development and remain current with U.S. Department of Education's regulations regarding TRiO Programs to ensure compliance with grant requirements.
- Perform other related duties as needed.

Minimum qualifications:

Bachelor's degree and related professional work experience in student services, or secondary and post-secondary environment; excellent interpersonal, organization, and communication skills; knowledge of computerized database information software. Preferred- Master's degree in guidance and counseling, student personnel, student services, education or other related fields. Minimum of two (2) years of related work experience in the delivery of services in an educational outreach program; prior TRiO experience; knowledge and experience working with economically and educationally disadvantaged youth. Problem solving and great listening skills.