

Position: Assistant Director, Upward Bound	Position Number:
Department: Upward Bound	FLSA: Exempt
Reports to: Director, TRIO Success	Salary Grade: 122

Summary

Under the direction of the Director, TRIO Success, plans, develops and implements a federally funded program designed to increase the number of high school students admitted to college. This includes supervising, training, and evaluating staff as well as overseeing the administration of the program and program activities. Assists the Director in generating annual plans, grant proposals and year-end reports. Provides budget management and assures compliance with program plans and reporting regulations. This is a grant funded position and continuation of the position is contingent on grant funding.

Essential Duties and Responsibilities

- Assists in planning, development, implementation and evaluation of programs that increase the number of under-represented students admitted to and retained in college. Programs include summer residential, high school- and academic services serving a diverse array of schools and students.
- Supports the planning and execution of assessment of student and program learning outcomes. Assesses the effectiveness of these outcomes. Based upon the outcome of assessment, supports implementation of program changes.
- Assists Director in developing budget priorities in accordance with district, program and funding source policies. Oversees and maintains records of grant-funded expenditures, of over \$400,000.00 annually and assures fiscal and programmatic compliance with laws and regulations governing the program.
- Assists with hiring, supervising, and evaluating program staff located at the Del Norte, and Eureka campuses, including summer residential staff. Responsible for orienting and training new program staff.
- Plans, organizes, and coordinates program activities such as tours of college campuses and works in conjunction with college staff to articulate services for target populations.
- Supports implementation of pre-college preparation programs serving needs of local 9-12 districts and other community programs serving target populations.
- Plans and supervises program recruitment efforts with representatives in local schools. Ensures selection criteria meets federal guidelines. Coordinates and collaborates with high school personnel to support program services in target schools.
- Monitors student progress and conducts evaluation of program components and services. Leads in the preparation and submission of individual program reports including the annual performance report to the US Department of Education.
- Oversees development, operation and maintenance of program databases and websites.
- Assists Director with planning and preparation of new grant applications for renewal of funding.
- Participates in training for outreach and retention professionals as requested or required.
- Participates in district-wide committees such as outreach, enrollment management and diversity.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Sensitivity to cultural diversity, persons with disabilities and varied socio-economic backgrounds.
- Understanding of the community college mission and the role played by grant-funded programs.
- Current knowledge of appropriate education codes, California state statutes, federal rules, local board policies and administrative regulations related to federal and state programs.
- Understanding of a wide range of college student services, including financial aid, career preparation, matriculation and academic support.
- Knowledge of high school and college curriculum development.
- Knowledge of common computer programs used for communication, budgets and databases.
- Current knowledge of outreach and retention research relating to students underrepresented on college campuses. Ability to apply research to programs.
- Knowledge of cultural, economic and academic needs of students who are low income or the first in their families to attend college, especially in rural areas.
- Strong leadership skills and abilities, including participatory management skills and budget management.

Abilities

- Establish and maintain cooperative relationships with local secondary and postsecondary school personnel.
- Develop a strong team that contributes to an increase in college attendance and retention.
- Contribute positively to the student development leadership team.
- Maintain effective working relationships with students, faculty, staff, administrators, and community agencies, and ability to provide direction and motivation to staff.
- Model a positive, student-centered philosophy and attitude toward service delivery.
- Identify, analyze, initiate and complete tasks with a minimum of supervision.
- Evaluate programs and services.
- Select, supervise, train and evaluate staff.
- Adapt to change.

Physical Abilities

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

Education and Experience

Bachelor's degree from an accredited institution in behavioral science, social science, education, communication or related area. Two years supervisory experience in the field of education; or a combination of leadership and program delivery experience totaling four years. Experience providing advising or counseling to students in preparation for college entrance. Prefer experience with TRIO programs and experience in a higher education environment, as well as experience overcoming similar challenges to those faced by project participants.

Licenses and Certificates

Valid California drivers license