

Position: Academic Advising Coordinator, Special Programs	Position Number:
Department: Special Programs: Upward Bound	FLSA: Non-exempt
Reports to: Upward Bound Project Director	Salary Grade: 118

Summary

Assists project director with coordination of program academic advising staff; staff training, coordinates contact with middle and secondary school administrative partners, assists in a variety of outreach and retention services to target populations with the goal to increase high school graduation and college enrollment rates. Enhances college readiness by providing college preparation information, academic and career advising activities to K-12 students.

Essential Duties and Responsibilities

Able to perform all essential duties of the Academic Advisor, Special Program and in addition able to perform the following higher level responsibilities:

- Maintains and updates student information on a database or equivalent resource. May design data entry and report formats. Ensures accurate information. Prepares statistical and evaluative reports as required by funding sources or the College.
- Provides or coordinates tutoring for target populations, college placement examinations, or other activities/events contributing to academic success.
- Maintains student records for each project student; assist in planning and implementation of educational, career, recreational, guidance and cultural programs for the programs.
- Assists in development and presentation of training for college student residential advisors, mentors and/or tutors.
- Oversees pre-college advisors, tutors or residential advisors for K-12 students. Monitors delivery of services by working with school administrators, counselors, teachers and parents.
- Assists college students who are pre-college advisors / tutors with student caseload management
- Obtains reports on students' post-secondary determinations in order to assess the success of programs.
- Participates with other programs in activities such as career fairs and college visitations.
- Maintains up-to-date records of service delivery activity in database.

- Coordinates program Academic Advisor school assignments, acts as day to day liaison with school administration, following Director's initial academic year contacts.
- Assists program Academic Advisors with coordination of services. Provides program training and guidance to program Academic Advisors, and assistance with completion advising reports.
- Coordinates recruitment and interviews for pre-college advisors / tutors.
- Organizes and coordinates fall and spring tutor training for pre-college advisors / tutors.
- Assists Program Director in hiring process for program Academic Advisor by serving on selection and hiring committee.
- Regularly meets with Program Director to report ongoing status and program concerns and consult on program planning.
- Consults and assists Program Director in compiling and constructing annual performance reports and annual performance plan reporting.
- Perform other duties as assigned to meet the overall mission of the department and the district.

Qualifications

- **Knowledge and Skills**

Requires knowledge of secondary educational tutoring and post secondary advising related to special populations. Requires skill at developing strategies and action plans for improving academic opportunity of target populations. Requires skill in writing professional communications, reports, and materials. Requires well-developed communications skills to collaborate with target schools, make presentations to groups and parents, and to persuade students toward a course of action. Requires knowledge of tutoring techniques.

- **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to learn College policies and procedures as well as those of the specific program. Requires the ability to organize and coordinate program activities for program academic advisors and pre-college advisors. Deal productively with a wide range of students of varying ability and background, including economic, social, and cultural disadvantage. Requires the ability to exercise a positive attitude, patience, empathy, compassion, and good judgment when dealing with others.

- **Physical Abilities**

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to

recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

- **Education and Experience**

The position requires a Bachelors Degree and one year of related experience. Previous teaching experience and experience in coordinating delegated tasks in leadership position is highly valued.

- **Licenses and Certificates**

Requires a valid driver's license.