

Southwest Texas Junior College

Employment Opportunity 2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.7340 Fax
Human Resources Employment: www.swtjc.edu

Title: TRIO - Director of Upward Bound Program

Job # 161739710101

Location: Uvalde

Closing Date: Until Filled

Description of Job Duties: The Upward Bound program is a component of the federal TRIO Program to assist low income/first generation 9th through 12th graders to graduate from high school and enter post-secondary education. The Project Director is responsible for the overall development and implementation of the Upward Bound program. The day to day operations of the program including planning, implementing, and supervising of staff, overseeing the budget, developing educational programs (tutoring, college/field trips, Academic Component Saturday classes, and Summer Component activities), preparing monthly and annual institutional and federal reports, working with key personnel in area high schools (Crystal City and Uvalde high schools) to identify potential participants, working with parents, and developing assessment and monitoring vehicles to track 60 participants via the submission of the Annual Performance Report. The Project Director should also be able to guide potential college students through the process of financial aid, scholarships, enrollment, and college success. Collaborates with Upward Bound, SWTJC, and school district staff to organize and execute specific, program-required activities. Maintains documentation and records of communications with students via project database system. The Project Director of the Upward Bound program reports to the Director of Student Engagement & Success. Contributes to the overall success of students, the TRIO-Upward Bound program, the Department of Student Engagement and Success, and the College. This position is grant funded through the U.S. Department of Education.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Develops applications and student intake forms used in recruitment, evaluation and assessment of participants' career, academic, and personal needs and provides project activities and services.
2. Maintains a case load of approximately 20 active students and coordinates the tracking of all participants and alumni in order to monitor and document post-secondary attainment rates.
3. Plans, coordinates, and supervises appropriate project activities and services during the Academic and Summer Components.
4. Travels frequently to conduct recruiting and advising services for the project; this includes out-of-town travel duties that may occur outside of regular working hours (must be able to drive a club van).
5. Provides supervision and direction of Upward Bound staff such that project objectives are addressed.
6. Assist in developing and increasing collaborative efforts with other programs including Outreach, TRIO-Student Support Services, TRIO-Educational Opportunity Centers, etc.
7. Performs other duties as assigned.

Salary: Commensurate with education and experience; 12 month, grant funded position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

Education: Master's degree in education, counseling, psychology, or related field is required.

Experience & Training: 2-3 years of experience working with diverse, high-risk, under-represented and/or low-income population. Minimum 2 years of supervisory experience. Minimum 2 years of experience in counseling and/or academic advising. Must demonstrate experience, commitment to, and sensitivity for addressing the needs economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.

Submit Application To: Human Resources Coordinator (2401 Garner Field Road, Uvalde TX 78801). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts. All applications and supporting documents become the property of SWTJC.

NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution