Position Title: Upward Bound Rural - Academic Advisor

Location: Beeville
Hours: 40 hours/week
Job Classification: NonExempt
Salary Range: $14.42/hr
Security Sensitive: Yes
Division: Student Services
Department: Upward Bound - Rural
Reports to: Project Director – TRiO Upward Bound
Revised Date: 10/11/2017

I. Education Requirements
   Bachelor's Degree.

II. Qualifications:
   A minimum of two (2) years' experience in career development, financial aid, budgeting, academic advisement and/or academic assessment is preferred.

III. Essential Functions:
   The program’s Academic Advisor works closely with the Upward Bound Program Project Director to insure success in meeting the Program’s purpose and objectives by coordinating planning, implementation, and evaluation program objectives and goals.

IV. Job Responsibilities:
   Act as Night Supervisor during the six (6) week summer program which may require spending up to 2-3 nights per week in the Coastal Bend College Residence Hall.
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Monitor the implementation, evaluation, and successful completion of program objectives.

Recruit, identify, test, and accept students in the program.

Administer test - MAT-8, Myers-Briggs Type Indicator (MBTI), Multidimensional Self-Concept Scale, & Needs Assessment – and interpret scores annually to measure growth.

Provide assistance in planning program curriculum.

Provide academic/post-secondary/career/financial aid advising and mentoring opportunities for participants at Coastal Bend College, at the target schools, in the participant homes and/or at community locations.

Arrange tutoring/shadowing/mentoring opportunities for participants.

Plan and supervise extracurricular activities such as university campus tours, cultural outings, and educational seminars.

Plan and teach Life Management Skills (LMS) classes to all participants.

Assist in the planning, implementation and supervising of weekend instructional days/campus visits/cultural outings including the end of the year summer outing, and the six week summer residential program.

Establish and maintain contact with key personnel at baccalaureate institutions.

Work closely with appropriate human service agencies, education personnel, and community leaders to promote education and financial aid opportunities.
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Provides assistance to youth in gaining admission to secondary and postsecondary institutions and determine their success through follow-up.

Attend conferences and training for professionals who work with disadvantaged students at the local, state, regional, and national levels.

Utilize various computer programs such as Blumen, Microsoft Word, Excel, PowerPoint, etc.

Assist in the production of a quality newsletter to parents and to participants, and in the production of news articles about our participants.

Operate digital cameras, PowerPoint equipment, palm pilots, digital camcorders, etc.

Report weekly to Project Director via a Staff Activity Report (SAR)

Visit each assigned target school a minimum of two (2) visits per month.

Responsible for, or share in responsibility, for the oversight and security of Upward Bound participants while attending sponsored events.

Perform extra related duties as may be assigned by the Project Director or the Executive Dean of Student Services.

VI. Other Responsibilities:

Will participate in Quality Enhancement Plan (QEP)

Will participate in Program Review
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Will participate in 5-Column Model

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

VII. Travel Requirements:
Will require travel to every assigned target school two (2) times per month; for college campus visits and cultural outings that may be in duration of one (1) to five (5) days; to participant homes and/or community locations.

VIII. Environment:
Work is generally performed in an office setting with frequent interruptions and changes in the workflow/volume; in high school, private residence, and/or community locations. May require some outdoor work for CBC events
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I have been presented with the job description for the position of:

Upward Bound Rural Academic Advisor

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: _____________________________ Date: _______________