



Coastal Bend COLLEGE

Position Title: UPWARD BOUND ACTIVITY ASSISTANT

Location: Beeville
Hours: 19 HRS per week
Rate of Pay: \$10.00 per hour
Job Classification: Non-Exempt
Security Sensitive: Yes
Division: Student and Administrative Services
Department: TRIO Upward Bound
Reports To: TRIO Upward Bound Project Director

II. Education Requirements

High School diploma / GED

III. Qualifications:

Must have High School Diploma.

Must be able to demonstrate sensitivity towards area population.

Must be a positive role model for high school students.

Ability to work well with others.

IV. Essential Functions:

The program's Activity Assistance works closely with the Upward Bound Project Director to insure success in meeting the program's purpose and objectives by assisting with student activities. Minimum enforcement of security and program policies if program staff is not available.

V. Job Responsibilities:

Supervise all Upward Bound students and activities as assigned.



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Attend training sessions as needed.

Serve as supplemental source of assistance and/or supervision in assigned areas.

Maintain an accurate attendance record of students always.

Report to the Project Director behavior problems of all Upward Bound students.

Maintain student confidentiality.

Assist in filling ice chests and distributing snacks.

Assist in setting group for night activities.

Establish and maintain a positive respectful mentoring relationship with Upward Bound students.

VII. Travel Requirements:

Accompany UB staff and participants to cultural activities, campus tours, career tours, and volunteer activities on school buses and / or charter buses.

VIII. Environment:

Will be able to conduct most job functions on the Coastal Bend College campus and dorms. There will be a daily interaction with students in a fast-paced environment.

I have been presented with the job description for the position of:

Upward Bound Part-time Activity Assistant.

UPWARD BOUND PART-TIME ACTIVITY ASSISTANT

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: _____