

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: UPWARD BOUND PROGRAM COORDINATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, organize and perform a variety of advanced and specialized duties to assist students in career development; coordinate and conduct a variety of activities including assessing student needs, determining student eligibility for the Program, communicating regularly with high school principals, counselors, and teachers, conducting site visits and coordinating specialized activities for program participants.

REPRESENTATIVE DUTIES:

Organize and perform a variety of advanced specialized duties to coordinate the Upward Bound activities focusing on academic enrichment, summer program, career exploration and development; organize and coordinate services such as tutoring and supplemental instruction, field trips and university/college site visits; and coordinate communications between students, faculty, staff, parents, and various college personnel.

Provide individualized academic and career guidance to students; arrange, design, and present workshops including but not limited to: effective transitions to college, time management, study skills, college planning, financial aid, and parent workshops.

Plan, organize and coordinate program activities including cultural and academic enrichment Saturday and/or after school Academies and workshops.

Coordinate and conduct individualized meetings and assist director in conducting Program orientations including providing overview of the Program, resources that are available, referral services and other information focusing on a variety of student needs.

Organize all necessary functions for conducting tutoring, supplemental instruction, specialized workshops including scheduling, completing facilities requests, contacting students, developing informational fliers and brochures, disseminating information.

Coordinate the preparation and maintenance of a variety of records and reports including students' Individual Educational Plans, participation records, workshop schedules, parent activities log, and program data including time logs and statistics of students including age; ethnicity; and GPA; operate a computer and various software systems.

Assist director in establishing and maintaining effective working relationships and communications with school, college, and industry personnel; conduct advisory group meetings.

Upward Bound Coordinator - Continued

Review student records regularly ; track and monitor student progress; maintain and organize a variety of files and spreadsheets, including information of a confidential nature; maintain confidentiality of information related to students, personnel or controversial matters; resolves issues and concerns; serve as College representative to partner schools.

Establish and maintain cooperative and effective working relationships with others, including VVC Counseling staff, Upward Bound advisors, teachers and tutors including those from diverse academic, socioeconomic, cultural, and ethnic and disability backgrounds.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and department organization, operations, policies, and objectives.
High school (secondary) education processes and procedures.
Postsecondary education processes and procedures.
High school testing and assessment processes.
Challenges and barriers affecting economically and educationally disadvantaged students.
Grant-funded program and matriculation practices, procedures, and objectives.
Program, budget and other related regulations by the State Chancellor's Office and U.S. Department of Education for federally funded programs.
Applicable sections of the State Education Code and other applicable laws.
Oral and written communication skills.
Interpersonal skills using sensitivity, tact, patience and courtesy.
Operation of personal computer, software applications and other office equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.

ABILITY TO:

Work effectively with youth especially high school students.
Communicate, implement and monitor student/participant code of conduct.
Perform advanced specialized duties to coordinate, communicate and process information.
Motivate students to achieve goals.
Work with diverse student populations.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Train and provide work direction to student workers.
Prepare and send mass mailings to parents and students.
Prepare and deliver oral presentations.
Work confidentially with discretion.
Serve as college representative to partner schools.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Upward Bound Coordinator - Continued

Any combination equivalent to: Bachelor's degree in Business, Social Work, or Human Services; three years increasingly responsible administrative support experience; and a minimum of two years experience involving substantial public contact in a student services or related setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and speak and exchange information. The employee is occasionally required to stand for extended periods of time and walk. The employee is regularly required to operate a computer and other office equipment, lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.