



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 3/28/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Academic Coordinator/Counselor, Upward Bound Program
Status: Full-Time, Calendar year, 35 Hours/Week (Non-Standard)
Grant-funded position, Contingent upon funding and subject to yearly renewal
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director of Upward Bound

PRIMARY PURPOSE:

Assist in the successful implementation of the programmatic activities and evaluation of Upward Bound, a project funded by the United States Department of Education, Rhode Island College, and target school districts. Develop training curricula for faculty, tutors, and summer residential staff. Provide academic advising, personal and career counseling services to students who are from low-income backgrounds and who may be among the first in their families to attend a four-year college. During the school year, the counselor will meet with the students in the Upward Bound target high schools and on-campus. During the summer, the individual will meet with the students on campus. Administer the summer internship program. Provide leadership in designing and implementing educational workshops for students. Analyze quantitative and qualitative data related to project objectives.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Coordinate, supervise, and evaluate the program's tutoring component including the recruitment and training of qualified tutors, assigning tutors to students, and compiling data related to student success.
- Use counseling strategies that motivate students, facilitate their maturation and enhance their rate of personal and academic success in high school, Upward Bound, and higher education.
- Manage the summer internship initiative, including activities related to the student selection process, developing partnerships with placement supervisors, designing and delivering seminars to prepare students for their placements, evaluating the process with students and mentors.
- Analyze quantitative and qualitative evaluation data required by the funding agency.
- Work collaboratively with the counseling staff to develop and assess individual student learning plans.
- Assist other staff to promote Upward Bound; identify, recruit, and select Upward Bound students.
- Implement and reinforce the program's motivation initiatives including a Code of Behavior.
- Develop viable working relationships with the parents/guardians of participants, Upward Bound alumni, administrators and faculty of the target high schools, community agency partners, and college admissions' offices.
- Design and offer training to faculty in areas such as assessment and aligning course objectives to state standards.
- Assist in training summer residential staff in areas such as teambuilding and tutoring strategies.

- Maintain appropriate program data and student records according to established procedures.

Occasional Job Functions:

Perform other duties as assigned by the Director of Upward Bound.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in Psychology, Secondary Education, Human Development, or related field.

Experience:

- At least two years of full-time post-baccalaureate professional experience counseling/advising adolescents similar to those identified for services (potential first-generation college bound students who come from low-income families and are evaluated to be under-achieving students).
- Prior work experience coordinating educational programs for urban youth.

Skills, Knowledge and Abilities:

- Excellent organizational skills; strong verbal and written communications skills.
- Ability to work in a high-performance team environment.
- Proficiency in current computer technology; spreadsheets and word processing software such as Microsoft Office.
- Proven ability to effectively interact and communicate with a racially and ethnically diverse group of students, alumni, and staff.
- Knowledge of Rhode Island's High School Diploma Standards.
- Willingness to pursue appropriate and ongoing professional development.

PREFERRED:

- Master's in Education, Educational Administration, Counseling, or related field.
- Experience analyzing quantitative and qualitative data.
- Experience in educational administration or in the education field.

SPECIAL REQUIREMENT(S):

Must be able to arrange transportation for daily, in-state travel to targeted high schools.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions. Off-campus facilities may not be accessible to persons who are disabled.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.