



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 10/24/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Senior Project Director of Upward Bound
Status: Full-time, 35 hours/week, non-standard/calendar year; Grant-funded position, renewable contingent upon funding.
Grade: 14
Union Affiliation: PSA@ RIC (Professional Staff Association)
Reports to: Director of Student Support Services

PRIMARY PURPOSE:

Responsible for the overall administration, evaluation, and continued success of the Rhode Island College Upward Bound Program which serves low-income and first-generation college-bound students from Rhode Island target high schools. Provide leadership to the entire Upward Bound organization, including program development, implementation, compliance, and evaluation relative to the grant-funded objectives, budget management, faculty and staff development. Define recruitment and selection methods for program participants. Enhance financial and in-kind partnership agreements with the college and four target school districts. Recruit, train, and supervise faculty and professional staff for calendar, summer, and academic year components. Design and implement academic and student development programs to enhance student success.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Develop and submit competitive multi-year grant applications to the U.S. Department of Education according to the established federal requirements.
- Submit annual performance reports (APR) to the U.S. Department of Education which will be used to assess the level of success the program has reached in meeting its funded objectives.
- Provide documentation to the College for continued financial support and appropriate in-kind contributions relative to the operation of the program.
- Enhance financial and in-kind partnership agreements with the target school districts and meet the established goals for these types of support.
- Define and implement an annual student recruitment and selection effort which meets established goals and objectives of the grant.
- Design, plan and implement a variety of (educational, social, cultural, and student development) programs for students during the academic year component, the summer academic/residential program, and counseling/advisement activities.
- Recruit, interview, hire, train, and evaluate professional staff, academic year and summer faculty, and summer staff.
- Collaborate with the professional counseling/advising team and target school staff to identify the needs of Upward Bound students and develop strategies and programs to respond to those needs.
- Work with program instructors to develop measurable curricula goals aligned to Common Core Standards for all courses offered during the summer, Saturday Academy, and summer Internship components.
- Develop strategies to achieve objectives of the program and evaluate student "success" according to the criteria associated with the project evaluation design.

- Coordinate the design of manor event and annual student recruitment publications.
- Establish and maintain a viable working relationship with the parents/guardians of students, program alumni, staff of appropriate community agencies and organizations, the administration/staff of the six target high schools, and the staff of partner colleges and universities.
- Implement and reinforce the program's motivation initiatives including an established Student Code of Conduct.
- Serve as an ex-officio member/advisor to the Upward Bound Alumni Association to further advance its purpose and increase the fund balance of the Upward Bound Scholarship Endowment Fund.
- Provide leadership to program staff and committees organizing major program events.
- Collaborate with other inter-/intra divisional departments to achieve program goals and objectives.

Occasional Job Functions:

- Work some evenings and some Saturdays, as required.
- Travel to target schools and area community organizations.
- Work June through the end of the summer residential program (typically in August).
- Perform other duties and responsibilities as assigned by the Director of Student Support Services.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

- Minimum of 3 to 5 years of demonstrated progressive student affairs experience.
- Strong experience with curriculum development.

Skills, Knowledge, and Abilities:

- Experience in preparing federal grant proposals and reports.
- Demonstrated understanding of the needs of the target population and ability to develop strategies for addressing these needs.
- Proven ability to effectively interact and communicate with a racially and ethnically diverse group of students, alumni, and staff.
- Demonstrated ability to recruit, hire, train, coordinate, supervise, and evaluate faculty and staff.
- Prior experience in negotiating services and contracts relative to the operation of the Upward Bound program.
- Demonstrated technical skills in accounting, budgeting, procurement and program management.
- Ability to act with discretion and maintain confidentiality.
- Ability to manage and prioritize multiple tasks and meet ongoing deadlines.
- Ability to develop a collaborative team environment.
- Possess good basic knowledge and ability to use and apply computer technology.
- Willingness to pursue appropriate and ongoing professional development.
- Excellent interpersonal, oral and written communications skills, as well as a strong ability to problem solve.

PREFERRED:

Experience in TRIO programs and/or the development of student leadership programs and student programs and/or activities.

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 Upward Bound office is a scent-free environment (some individuals are allergic to perfumes & colognes).

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.