

## YUBA COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: UPWARD BOUND SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director of the Upward Bound Program (UB), assist in the delivery of daily support services on and off-campus for low-income and potential first-generation college students; provide personal, vocational and academic advice; assist with program development, planning and implementation.

#### **REPRESENTATIVE DUTIES:**

Assist in developing and implementing programs and services to recruit and retain program participants; participate in the evaluation of program effectiveness; prepare necessary reports. (E)

Assist in monitoring of the allocation and expenditure of funds for program services such as tutoring, counseling, and recruiting. (E)

Provide assistance to students in identifying and developing educational, career needs and goals. (E)

Explain program services to students, parents, staff, high schools and community agencies. (E)

Assist in developing departmental in-service programs and activities to promote education, develop awareness of participants' needs and improve communications; conduct workshops and training sessions. (E)

Review, analyze and process applications and make decisions regarding eligibility status. (E)

Assist students in completing forms; arrange placement exams as necessary; conduct workshops on the completion of required forms. (E)

Consult with secondary school counselors and teachers regarding student's high school academics, monitor student progress and coordinate tutor assistance as needed. (E)

Maintain program records; gather and provide program data for inclusion into special reports. (E)

Provide personal, financial, academic, career advice to program students as necessary. (E)

Assist in coordination of the Saturday Academies and assist participants in completing required forms; and assist with the transportation of program participants. (E)

Assist in coordination of the Summer Residential Components and assist participants in completing required forms. (E)

Conduct program workshops at high schools and on parent nights; make presentations; interview students and parents; and inform students and parents of the Upward Bound Program. (E)

Assist in recruiting, selecting of, training and providing work direction to Tutor/Advisors. (E)

Assist in planning, organizing and evaluating of the Upward Bound operations. (E)

Participate in a variety of Upward Bound and related advisory committees; on and off campus meetings; professional meetings and workshops as approved. (E)

Maintain current knowledge of rules, regulations and guidelines related to Upward Bound programs; assure compliance with rules and regulations; participate in the analysis of the new or proposed legislation for possible impact on the program. (E)

Assist in coordinating of the Spring Break Activities and Senior Retreat; assist participants in completing required forms. (E)

Provide leadership and guidance for student clubs and activities.

Perform related duties as assigned.

**KNOWLEDGE OF:**

Interviewing techniques.

Methods and practices of record-keeping and reporting.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

**ABILITY TO:**

Assist in the coordination and direction of daily support services on and off-campus for low-income and potential first-generation college students.

Provide personal, vocational and academic advice.

Assist with the planning, organizing, and evaluating of Upward Bound Program operations and services.

Analyze, interpret, apply and explain policies and procedures.

Learn Upward Bound Program requirements, guidelines, goals and objectives.

Interview effectively and obtain relevant facts.

Make presentations to groups.

Organize and assemble data and prepare reports.

Learn Fundamentals of college procedures and services applicable to Upward Bound students.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Train and provide work direction to tutors.

Work confidentially with discretion.

Learn District organization, operations, policies and objectives.

Learn applicable sections of State Education Code and other applicable laws.

Appreciate and understand the diverse socio-economic, cultural, ethnic and academic background of community college students.

Operate office equipment including a computer.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree and one year of experience working with disadvantaged students in an educational environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid driver's license.

**ENVIRONMENT:**

Indoor/outdoor environment.

Driving a vehicle to conduct work.

Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Lifting light objects.