

GADSDEN STATE COMMUNITY COLLEGE
JOB DESCRIPTION

Position Title: Project Director - Upward Bound Program Ayers Campus

Supervisor's Title: Dean of Institutional Effectiveness, Grants and Special Projects

JOB SUMMARY: The Upward Bound Director supervises the development and implementation of the Upward Bound program; supervises the program staff, manages the program budget, and complies with all federal, state, and college regulations.

ESSENTIAL FUNCTIONS:

- Supervise the Upward Bound staff, including all part-time instructors, summer staff, and tutors
- Supervise the development and implementation of UB to insure that the goals and objectives of the grant are satisfied in accordance with U.S Department of Education regulations
- Develop and manage project budget in accordance with federal, state, and college policies
- Recruit and hire full-time and part-time staff as needed to support UB goals and objectives
- Manage the development of Individual Educational Plan (IEP) for each UB participant based on assessments, participant need, and other relevant information
- Excellent verbal and written communication skills
- Organizational skills and ability to work under pressure to meet deadlines
- Supervise the development of all publications which are distributed for recruitment purposes
- Provide counseling to UB program participants on personal/social issues and academic development and performance; make referrals for participants as necessary to other programs and/or agencies and organizations
- Conduct seminars and workshops focused on the needs of participants
- Provide cultural and educational activities for participants in accordance with the grant and in accordance with federal regulations
- Supervise and maintain the security of accurate program records including, but not limited to, participant eligibility, contact meetings, contact statistical reports, participant evaluations, assessment, purchase orders and relevant documentation, budgeting, equipment inventory, and stipend payments
- Provide fundamental support to high school participants in their preparation for college entrance
- Oversee dissemination of program information to the public and college staff
- Determine eligibility of program applicants
- Complete and submit all required reports to the U.S. Department of Education and the College accurately and on timely
- Serve as a liaison between the college, the U.S. Department of Education, and other agencies providing services to the college

- Ensure that policies and procedures are in compliance with all grant and federal regulations

Comply with all policies of the Alabama Community College System, and the College.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Master's Degree in Student Personnel Counseling, Agency Counseling, Guidance and Counseling Education Administration, or related field required
- Experience in administration, counseling, teaching, or similar program required
- Experience in working with economically and educationally disadvantaged students
- Excellent supervisory and interpersonal skills, as well as excellent oral and written communication skills

REQUIRED LLICNSE, CERTIFICAITON, OR SPECIAL CREDENTIALS:

- N/A

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Familiarity with federal programs
- Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve
- Serve on college committees as assigned

Reviewed by:

Employee's Signature _____

Date

Supervisor's Signature _____

Date