



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 6/3/2025
Revised on: 6/3/2025

Job Title	Salary Schedule	Grade	Job No.
Upward Bound Project Director	C3		AD9967
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Institutional Effectiveness, Grants & Special Projects	Exempt	Yes	No

This Is a Grant Funded At-Will Position For Which The Attainment of Non-Probationary Status (Tenure) is not available. Continued Employment Contingent Upon Funding.

JOB SUMMARY: Supervise the development and implementation of the Upward Bound program. Supervise the program staff, manage program budget, and comply with all federal, state, and college regulations. Disseminate Upward Bound project information to target schools, the public and the college staff.

QUALIFICATIONS:

- ◆ A Master’s Degree in Counseling, Student Personnel, Education Administration, Social Work or related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Three years’ experience in administration, counseling, or teaching, **required**
- ◆ Three years’ experience working with economically and educationally disadvantaged youth in similar programs, **required**
- ◆ Excellent supervisory, interpersonal, oral and written communication skills

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Familiarity with federal programs including applications, budgets, program coordination and policy development
- ◆ Excellent supervisory, interpersonal, oral and written communication skills
- ◆ Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve
- ◆ Excellent rapport with community leaders, school officials, parents and youth
- ◆ Organizational skills and ability to work under pressure to meet deadlines

DUTIES:

- ◆ Supervise the Upward Bound staff, including all part-time instructors, summer staff, and tutors
- ◆ Supervise the development and implementation of Upward Bound to ensure that the goals and objectives of the grant are satisfied in accordance with U.S Department of Education regulations
- ◆ Effectively develop and manage the project budget, personnel, grant objectives, in accordance with state, federal, and college policies, while fostering a collaborative and supportive team environment
- ◆ Recruit, hire, and train full-time and part-time staff as needed to support UB goals and objectives
- ◆ 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

- ◆ Develop publications which are distributed for recruitment purposes
- ◆ Determine eligibility of program applicants
- ◆ Maintain accurate program records
- ◆ Complete and submit all required reports to the U.S. Department of Education and the College accurately and timely
- ◆ Manage the development of Individual Educational Plan (IEP) for each UB participant based on assessments, participant need, and other relevant information
- ◆ Oversee the development and implementation of innovative programs and activities that prepare students for college and beyond
- ◆ Serve high school students with low income, first generation, and/or disabled and/or low income families
- ◆ Cultivate strong relationships with local high schools, community partners, and families
- ◆ Perform a variety of key research and planning tasks associated with the program to ensure academic and college-readiness for program participants
- ◆ Increase the rates at which participants enroll in and graduate from institutions of post-secondary education
- ◆ Provide fundamental support to high school participants in their preparation for college entrance
- ◆ 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
- ◆ Oversee dissemination of program information to the public and college staff
- ◆ 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 Board of Trustees, the Alabama Community College System, and the College
- ◆ Serve on college committees as assigned
- ◆ Perform additional duties relevant to the program

Note: The intent of this 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.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ Manual Dexterity: Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ Lifting: Ability to lift and carry materials weighing up to 20 pounds
- ◆ Communication: Clear and effective verbal and written communication skills are essential

Work Environment:

- ◆ Setting: The position is based in a typical office environment within an educational institution
- ◆ Travel: Occasional travel may be required to attend conferences, workshops, or meetings
- ◆ Schedule: Standard work hours are expected; however, flexibility is necessary to accommodate deadlines or program needs
- ◆ Interaction: Regular collaboration with various departments, faculty, staff, and external partners

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date