

**TITLE:** Upward Bound Coordinator  
**DEPARTMENT/DIVISION:** Upward Bound  
**REPORTS TO:** DIRECTOR OF UPWARD BOUND  
**CLASSIFICATION:** Full-Time

## **POSITION SUMMARY**

Under general supervision the Coordinator's responsibilities include identifying and selecting participants, assessing individual participant need, and providing services to students in the target area. The Coordinator will conduct monthly workshops, escort students on academic, cultural and college exploration field trips, and provide financial aid and college application workshops. The Coordinator is also responsible for supervising staff and students during a summer residential camp and at Saturday Academic Sessions. The Coordinator will be expected to perform all job responsibilities with minimum supervision. Services provided by the Coordinator must be of sufficient quantity and quality to ensure all project objectives are met.

## **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handles confidential information with tact and discretion
- Initiate and maintain contact with schools, helping agencies, and community organizations
- Recruit eligible participants and assess academic need
- Maintain records related to documentation of individual participant eligibility, need for project services, services provided, and participant progress
- Plan and supervise the implementation of academic, social, and cultural activities for students participating in summer residential component
- Plan, schedule, and supervise visits to postsecondary institutions and other field trips
- Provide guidance on postsecondary selection, applying for financial aid and college with senior participants
- Provide individual academic guidance and counseling to participants in the target schools and during Saturday Academic sessions
- Provide parental involvement workshops on applying for financial aid, the importance of postsecondary education and other appropriate topics
- Attend staff meetings, professional meetings and financial aid workshops as assigned by the Upward Bound Project Director

## OTHER DUTIES AND RESPONSIBILITIES

- Some overnight and weekend travel is required during the academic year
- Long hours and extensive overnight travel required during summer residential camps
- Other duties as assigned by supervisor

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. *Knowledge:*** A master's degree in education, counseling, or a related field strongly preferred. Bachelor's degree required. Preference given to those who have experience working with disadvantaged students in the 9<sup>th</sup> – 12<sup>th</sup> grades and to applicants who have overcome backgrounds similar to the target population. Knowledge of college preparation and entry requirements also preferred. Any candidate hired without a master's degree will be required to complete a master's degree within three years of the hire date.
- B. *Skills:*** Possess strong organizational, time management, and human relations skills. Knowledge of TRIO Blumen Software highly preferred. Self-directed and a self-starter with the ability to work independently. Create, develop, and implement online learning platforms for participants and staff. Experience with Zoom, other video conferencing software, Microsoft Suite, and software used for creating flyers, brochures, newsletters, etc.
- C. *Abilities:*** Reliable transportation is required. Position requires long hours in the summer months and during peak reporting times.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by August 19, 2022 are assured of receiving full consideration. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times contractual salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check.

To apply, please send letter of application; copies of all academic transcripts, and current resumé with names and phone numbers of at least three current professional references to:

**Seminole State College  
ATTN: Human Resources  
P.O. Box 351  
Seminole, OK 74818-0351**

**or**

**Email all documents to: [HR@sscok.edu](mailto:HR@sscok.edu)**

SSC is an AA/EEO employer committed to multicultural diversity.  
*SSC participates in E-verify.*

*Posted on August 2, 2022*