

TITLE: Upward Bound & Upward Bound Math/Science Director
DEPARTMENT/DIVISION: Upward Bound
REPORTS TO: Senior Director of Grants and Compliance
CLASSIFICATION: Full-Time, Professional
SALARY RANGE: \$50,000 - \$55,000 based on education and experience.

POSITION SUMMARY

The Director facilitates the coordination of the Upward Bound and Upward Bound Math/Science projects and manages all project budgets, ensures compliance with federal, state, and SSC regulations and reporting procedures, oversees project design and development and supervises Project staff. The director will be expected to perform all job responsibilities with minimum supervision.

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.
- Interact effectively with faculty, staff, students, and other customers of our services, while learning and applying the operating practices 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; reviews documentation of participant eligibility, need for project services, services provided, academic progress of individual students and other information required for measuring individual participant and project outcomes.
- Hires, trains, supervises, and evaluates staff to ensure timely delivery of each project's services.
- Manages the Upward Bound budgets and works with the College's financial personnel to assure all expenditures are made in line with Project, SSC, and federal requirements.
- Oversees and is responsible for design and development of services provided by the projects.
- Maintains connections with service agencies, schools, and area businesses and organizations.
- Develops and presents informational sessions to educate community groups and others about the Upward Bound programs.
- Plans and supervises staff to ensure participant recruiting events and appropriate academic, social, and cultural activities are provided to participants in a timely manner.
- Prepares and submits all reports to the Department of Education by specified deadlines.
- Works closely with SSC Administration to ensure compliance with all federal regulations pertaining to the Upward Bound projects.
- Meets regularly with other SSC TRIO and other Grant directors to discuss strategies for coordination of projects.
- Develops assessments and evaluates projects to determine compliance and effectiveness of procedures and activities.
- Conducts regularly scheduled meetings to address formative and summative evaluations as outlined in the Project Evaluations.
- Attends training and professional conferences and oversees the scheduling of Upward Bound employees' training and conference attendance.
- Reports to SSC administration as required.

OTHER DUTIES AND RESPONSIBILITIES

- Some overnight and weekend travel is required during the academic year.
- Long hours and extensive overnight travel are 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 required. Three years of appropriate professional-level experience. Preference given to those who have experience working with Talent Search programs, disadvantaged students, and students in the 6th – 12th grades. Additionally, preference given to applicants who have overcome backgrounds similar to the target population. Knowledge of federal regulations, budgeting, evaluation and reporting strongly preferred.
- 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.

Application review will begin immediately. For best consideration, please return all application materials by **October 29, 2025**. Salary is \$50,000 - \$55,000, commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, life insurance equivalent to two times contractual salary, and long-term disability. 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. *The filling of this position is contingent on the budget.*

To apply, please return cover letter, resume with names and telephone numbers of three professional references, and all academic transcripts to:

E-Mail: hr@sscok.edu

and/or

Mail: Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

SSC participates in E-verify.
Posted October 15, 2025