

JOB TITLE: Upward Bound Advisor
DEPARTMENT/DIVISION: Upward Bound
REPORTS TO: Assistant Director of TRIO
CLASSIFICATION: Full-Time, Professional
APPLICATION DEADLINE: October 23, 2026, or until filled
COMPENSATION: \$37,500 - \$39,500 annually, based on education and experience



As an **Upward Bound Advisor** with Seminole State College, you will receive:

- Generous leave, including 5 days of personal leave, 15 days of sick leave and 25 holidays annually (which includes Spring Break and two weeks in December). Additionally, after one year of successful employment, you will also be awarded 10 days of annual leave.
 - A comprehensive benefits package (including group health, dental, vision, life insurance and long-term disability) with a generous benefit allowance to offset the cost of insurance premiums.
 - A contribution of 7% of your salary to Oklahoma Teachers' Retirement System (TRS), paid for by SSC.
 - A tax-sheltered annuity where SSC contributes 3.5% of your annual salary after one year of successful employment.
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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 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.
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The Upward Bound Advisor recruits and selects eligible participants, assesses individual needs, and provides services to students in the target area. The advisor conducts monthly workshops, escorts students on academic, cultural and college exploration field trips, and provides financial aid and college application workshops. The advisor also supervises staff and students during a six-week summer residential camp and Saturday Academic Sessions. The advisor performs all job responsibilities independently with minimum supervision. Services provided by the advisor must be of sufficient quantity and quality to ensure all project objectives are met.

RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Initiates and maintains relationships with schools, agencies and community organizations.
- Recruits eligible students and assesses academic needs.
- Maintains records of participant eligibility, progress, services provided, and need for project services.
- Plans and supervises academic, social, and cultural activities during summer residential program.

- Plans, schedules and supervises field trips and visits to postsecondary institutions.
 - Guides senior participants on postsecondary selection, financial aid and college applications.
 - Provides individual academic guidance to participants at target schools and during Saturday Academic sessions.
 - Leads parent workshops on financial aid, postsecondary education and related topics.
 - Attends staff meetings, professional meetings and financial aid workshops as assigned by the Assistant Director of TRIO or Director of TRIO.
 - Other duties as assigned.
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KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of college preparation and entry requirements.
 - Strong organizational, time management and human relations skills.
 - Ability to work independently and manage multiple responsibilities.
 - Ability to develop and deliver educational content using online learning platforms.
 - Proficiency with Microsoft Office, virtual meeting platforms, and digital communication tools.
 - Familiarity with TRIO Blumen software is preferred.
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PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Requires driver's license and reliable transportation.
 - Requires schedule flexibility, including extended hours during summer residential camps, Saturday Academic Sessions, and peak reporting periods.
 - Requires some overnight and weekend travel during the academic year.
 - Requires the ability to walk or stand for extended periods of time and engage in other physical activities, such as climbing stairs and assisting students with various physical tasks.
 - Must be able to perform the essential functions of the position, including supervising students during academic, recreational, and residential activities, with or without reasonable accommodation.
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MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution.
 - Must obtain a master's degree within three years of hire if not already held.

Preference will be given to candidates who possess:

- Master's degree in education, counseling or a related field.
- Experience working with disadvantaged students in grades 9-12.
- Applicants who have overcome backgrounds similar to the target population.

APPLY NOW

Send your cover letter, resume, three (3) professional references, and copies of all academic transcripts to hr@sscok.edu. Applications may also be mailed to Seminole State College, Attn: Human Resources, P.O. Box 351, Seminole, OK 74818.

Please note: Applicants must be currently authorized to work in the United States on a full-time basis without sponsorship now or in the future.

Seminole State College seeks to be an institution of unparalleled excellence, regarded by both internal and external constituents as a college whose quality is second-to-none, where employees and regents make a continual effort to meet the needs and exceed the expectations of our community and our students.

*Seminole State College participates in E-Verify.
The filling of this position is contingent on available funding.*