

<b>State of Minnesota</b>		<b>Employee's Name</b>	
Position Description A			
<b>Agency/Division</b> MnSCU/Lake Superior College		<b>Activity</b> Upward Bound Advisor	
<b>Classification Title</b> Program Director I	<b>Working Title (if different)</b>		<b>Position Control No.</b>
<b>Prepared by</b> Jeannette Turchi	<b>Previous Incumbent</b> None		<b>Appraisal Period</b> 9/05 - 8/06
<b>EMPLOYEE'S SIGNATURE</b> (this position description accurately reflects my current job)	<b>Date</b>	<b>Supervisor's Signature</b> (this position description reflects the employee's current job)	<b>Date</b>

**POSITION PURPOSE**

The Advisor assists the TRIO Director in designing, implementing and evaluating the Upward Bound Program, assists in organizing activities for the academic year and summer component, assist the residential advisors, implements summer internships for participants, maintains accurate records and is responsible for the academic coordination and tutoring program fro participants.

**REPORTABILITY**

**REPORTS TO:** R. Jeannette Turchi, TRIO Director

**SUPERVISES:**

**DIMENSIONS**

**BUDGET:** N/A

**CLIENTELE:** Upward Bound participants, participants' parents, community agencies, Lake Superior College staff, administration and faculty, target schools' faculties, staff and administrations.

POSITION DESCRIPTION B	Employee's Name	Position Control No.		
Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS, AND PERFORMANCE INDICATORS	Priority	% of time	Discretion
1.	Provide services to Upward Bound (UB) participants attending the LSC target schools: a. Make weekly site visits to meet and advise participants. b. Identify and recruit participants for the UB Program. c. Provide academic, personal career and social advisement. d. Provide career, college, financial aid and scholarship information; assist in the completion of college admissions applications, financial aid applications and scholarship applications. e. Assist target school guidance counselors to provide the needs of the UB participants.	A	40%	A
2.	Assist in organizing and implementing the cultural, educational and social enrichment activities for the academic year and summer component.	A	15%	A
3.	Assist the Residential Advisors and tutors to provide for the needs of the UB participants during the academic year and summer component. a. Assist in recruiting, selection, training and supervision of the Residential Advisors b. Assist in the recruiting, selection, training and supervision of the UB tutors.	A	10%	A
4.	Assist in designing and implementing the academic program and the summer component program. a. Conduct individual needs assessments and assist in creating the Individual Academic Plan (IAP). b. Schedule and coordinate all academic offerings including tutoring, Saturday Academy programming, special workshops, campus visits, and other activities. c. Maintain accurate records relating to the academic and summer component programs. d. Set up summer internships for participants and supervise the placement of participants; serve as a contact for internship site supervisors. e. Assist in the recruitment, selection and training of the summer program instructors. f. Submit reports to the Director concerning the academic performance of the UB participants.  Attend staff meetings, training sessions and student/parent meetings.	A	20%	A
5.	Assist the Director in the preparation of reports. a. Assist in data collection for the Annual Performance Report. b. Provide anecdotal information for the Annual Performance Report and other reports required by the college and/or the Director.	A	3%	A
6.	c. Provide material for the monthly newsletter.  Perform other duties assigned by the Director.	A	10%	A
7.		A	2%	A

<b>POSITION DESCRIPTION C</b>	<b>Employee's Name</b>	<b>Position Control No.</b>
<p>NATURE AND SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)</p> <p><u>Relationships:</u> The individual may be personal, honest, industrious and able to communicate effectively in oral and written forms with college administration, faculty, staff, students, target schools administration, faculty and staff, colleges and universities who may be receiving Upward Bound graduates, community organizations, agencies, businesses and individuals who are sources of employment information, materials and funding pertaining to this position.</p> <p><u>Knowledge, Skills and Abilities</u></p> <ul style="list-style-type: none"> <li>§ Bachelor's degree required; emphasis in education preferred.</li> <li>§ Demonstrated understanding of educationally disadvantaged youth.</li> <li>§ Teaching experience strongly preferred.</li> <li>§ Knowledge of academic assessments.</li> <li>§ Knowledge of area resources.</li> <li>§ Prior TRIO experience preferred.</li> <li>§ Experience in working with culturally and racially diverse participants.</li> <li>§ Strong oral and written communication skills required.</li> <li>§ Ability to make effective presentations to prospective participants and parents.</li> <li>§ Knowledge of postsecondary education systems, including the admission and financial aid processes.</li> <li>§ Individuals who have overcome barriers similar to those faced by participants (low income, first generation college student, persons of color) are encouraged to apply.</li> </ul> <p><u>Problem Solving:</u> The Individual will be able to make sound and logical decisions, prioritize job responsibilities and effectively serve the designated participants.</p> <p><u>Freedom to Act:</u> The Upward Bound Advisor is responsible for coordinating the activities of the Upward Bound grant under the supervision of the TRIO Director. As such, the individual is granted the freedom to manage the activities of the program as directed by the Director and to communicate progress of the participants and the Program to the Director, the Vice President of Student Services and the College President.</p>		