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<b>Job Title</b>	Associate Director of Upward Bound
<b>PVN ID</b>	BK-2208-005056
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	Upward Bound - TRiO Programs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$56,000.00 - \$62,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 31, 2022 (Or Until Filled)

## General Description

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### Description

CUNY Brooklyn College seeks an Associate Director for Upward Bound (UB) to manage the daily operations of the UB grant. TRiO Upward Bound is a federally-funded program that seeks to increase the percentage of low-income, first-generation high school students who successfully pursue post-secondary educational opportunities and graduate with bachelor's degrees. The Associate Director supervises UB staff, ensures compliance with federal regulations, accomplishes program objectives, and prepares required reports for the UB program. The Associate Director meets with the to provide updates and receive guidance regarding budget, objectives and personnel issues. This position reports to the TRiO Programs Director.

### Purpose / Classification / Working Relationships

Purpose: Provide direct supervision to program implementation and development. Provide direct program services to TRiO Upward Bound participants. Services include those related to increasing the likelihood of participants achieving academic success, remaining in high school, and enrolling in an institution of higher education upon graduation.

Classification: Exempt

Supervises: All TRiO Upward Bound (part-time) staff

Reports to: TRiO Programs Director

Principal Working Relationships: TRiO Upward Bound Coordinators, TRiO Upward Bound Instructors, TRiO Upward Bound Administrative Assistant, TRiO Upward Bound Program Participants, Project Tutors, High School Principals, Counselors, Teachers, Faculty, and Staff

### Major Responsibilities / Assists With / Risk Management

1. Provide direct supervision of all program staff, assist with hiring, provides training and evaluating for job

performance and compliance with program regulations. Ensure all program services to students are continuous during staff absence.

2. Gather and verify all information to be included in annual , and ensure they are documented and accurate.
3. Ensure all participant records are accurate, on a secure server that is backed up nightly, and in compliance with annual reporting requirements.
4. Provide information about the TRIO Upward Bound program to the two target schools. Work with the High School Administration and counselors to administer the program according to the grant proposal and coordinate schedules with the High School to provide services to students during the school day.
5. Conduct applicant intakes, verify student eligibility for the program, admit students, and provide direct services to students as needed.
6. Ensure all services detailed in the grant proposal are developed and implemented within the regulations of the TRIO Upward Bound legislation and meet the needs of program participants as stated in the grant proposal.
7. Oversee evaluation of program services by students and staff, evaluate comments, and implement changes to services based on responses.

## Other Duties

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Other duties as assigned.

## Qualifications

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### Minimum Necessary Skills, Experience, and Educational Background

1. Bachelor's degree required in Education, Counseling, Social Work, Higher Education Administration or related field. Masters in Education, Counseling, Social Work, Higher Education Administration or related field preferred.
2. One year of related experience in the areas of supervision, program development and evaluation, and reporting and compliance with federal regulations. Three years of professional working experience preferred.
3. Two years of experience with federal TRIO programs, academic support programs, or similar programs for disadvantaged students. Five years of professional working experience preferred.
4. Professional or personal experience in overcoming barriers similar to those facing project participants.
5. Proficient in computer programs and related technology needed for the successful implementation of program processes and recordkeeping.
6. Must be able to communicate effectively with persons of diverse backgrounds and understand influence of culture, heritage and economic disadvantage on program participants.
7. Must be able to perform duties in an effective and ethical manner to assure that the objectives of the project are met within guidelines of legislation, regulations and commitments as stated in the grant.
8. Spanish or Haitian Creole proficiency preferred.

### **Physical Requirements to Perform Job Function**

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- Must be physically able to pack, lift, carry and transport equipment and materials as needed (20 lbs or less) and the ability to place work orders for anything over the limit.

This is a security sensitive position that will require a background check as a pre-employment qualifier. This is a grant-funded position.