
Job Title	Assistant Director
PVN ID	BM-1808-002664
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Upward Bound
Status	Full Time
Annual Salary	\$40,000.00 - \$47,500.00
Hour(s) a Week	35
Closing Date	Oct 01, 2018 (Or Until Filled)

General Description

Reporting to the Director of Upward Bound, the Upward Bound Project Assistant Director will:

- Identify and recruit participants as well as follow-up with the appropriate high school personnel;
- Assist in conducting, coordinating academic, personal counseling as well as career/college exploration for students;
- Manage parent workshops concerning topics such as financial aid;
- Maintain individual participant records;
- Assist with event planning, managing the summer program, report preparation and grant submissions;
- Travel with students on interstate and intrastate college tours and attend professional conferences
- Supervise students and workshop personnel as needed.

This is a full-time position which may require some work on weekends and evenings.

Other Duties

Perform other duties as assigned by the Director of Upward Bound.

Qualifications

Excellent verbal, written and organizational skills;

Ability to organize, prioritize and coordinate various projects and assignments;

Ability to work independently or as part of a team in a fast paced environment;

Ability to problem solve and refer issues appropriately to supervisor;

Proficiency in the use of software to support office operation; including but not limited to word processing, spreadsheets, presentations, publications, mailings the web and email;

Willingness to learn and improve professional and technical skills;

Experience in grant writing preferable;

Bachelor's degree required, plus two years of related work experience, preferably in a high school or youth organization.

Proficiency in communication and research skills.