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<b>Job Title</b>	Counselor
<b>PVN ID</b>	JJ-2001-003462
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Upward Bound Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$30,000.00 - \$41,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 26, 2020 (Or Until Filled)

## General Description

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The John Jay College Upward Bound Program is a federally funded program. The Program is funded by the US Department of Education. The Upward Bound Program is designed to assist first generation/low income students with academic instruction in order for the students to successfully gain admission to post secondary education.

## Other Duties

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Familiarity with target area and the NYC Public School System  
Experience working with at risk students  
Understanding of the Student Individualized Education Program IEP  
Promote and Recruit participants at target schools and community meetings  
Enroll eligible number of participants, obtain academic records in order to access financial eligibility for program.  
Plan participant UB program services based on the student's individual academic needs.  
Monitor student academic progress Report Cards and maintain up to date student files.  
Meet with school liaison and parents to discuss the student's progress and Program objectives.  
Schedule tutoring and counseling sessions with participants.  
Assist Curriculum Coordinator in organizing college visits, cultural activities, SAT workshops and other educational activities.  
Assist the Director and Curriculum Coordinator in the preparation of the Annual Performance Report  
  
Assist the Director and Curriculum Coordinator in the day to day operation of the summer residential component.  
Reside on a college campus during the summer residential program.

Administrative duties as assigned.

Other duties as assigned.

Commuter Skills: Microsoft Office and Blumen software

## Qualifications

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B.A./B.S. in Education, Psychology, Counseling, Social Work, or related field.

1 year experience working with inner-city youth or related experience in similar programs.

Bilingual skills in English Spanish Chinese or other languages a plus