

OCTOBER 2017
FLSA: EXEMPT
SALARY GRADE: O

CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

ASSISTANT DIRECTOR, UPWARD BOUND

BASIC FUNCTION: Under the supervision of the Upward Bound Director, coordinates and assists Director to provide leadership for the successful implementation of program activities. This project identifies and assists high school students from at-risk backgrounds who have the potential to succeed in higher education, and prepares them for admission into postsecondary education programs. The Assistant Director is responsible for directing the work of the Upward Bound (UB) Outreach Specialists, who provide direct services to students at the programs' target high schools.

SUPERVISORY RESPONSIBILITIES: Assigned classified staff, short-term employees, and student workers.

REPRESENTATIVE DUTIES:

1. Assists in providing leadership and oversight for the implementation of the Upward Bound Programs at Norco College.
2. Coordinates and assists the Program Director with implementing various program activities such as: fieldtrips, tutoring, college advising, Saturday academies, senior seminar, parent academies, summer program, and summer bridge.
3. Develops and conducts educational and personal development workshops.
4. Coordinates the participation of Upward Bound at college/career fairs and parent nights at the target high schools.
5. Coordinates all recruitment activities with target high schools, feeder middle schools, and community service agencies in order to obtain information regarding potential Upward Bound students.
6. Coordinates an orientation program for new and continuing students.
7. Assists Director with the development and monitoring of the budgets and processes timesheets, requisitions, and mileage/travel request.
8. Maintains online database, files, and all other record keeping requirements that ensure compliance with all federal regulations.
9. Assists Director with formulating the annual performance reports.
10. Assists Director with the implementation of internal and external grant evaluations.
11. Assigns and evaluates the work of employees, and with the coordination of staff meetings, trainings, and retreats.
12. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional development.
13. Attends regional and national TRiO/Upward Bound meetings and conferences.
14. Performs other related responsibilities that may be assigned.

EDUCATION AND EXPERIENCE: The equivalent of: Bachelor's degree from an accredited institution in education, liberal arts, counseling, psychology, career development, social work or related area is required. Experience working with low income and first generation student support and retention services, as well as an understanding of the affective, cognitive, and social needs of the target population, is required. Experience working with K-12 and community college grant funded programs is desirable. Supervisory experience preferred. Two years of closely related experience is required.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of student program participants;
- Microsoft access, Word, Excel, PowerPoint, and Publisher;
- Department of Education General Administrative Regulations and Staff and organizational development models experience preferred.

ABILITY TO:

- Demonstrate leadership, interpersonal, written and oral communication, problem solving, organizational skills and initiative, and presentation skills.

CONTACTS: Students, staff, parents, faculty, supervisor, administrators, middle and high school's personnel, community agencies, and the community.

WORKING CONDITIONS: Candidate will share office space with other personnel. Time will be split between working in a normal office environment and participating in field trips and attending functions at local high school. Candidate must be available to work some weekends and stay overnight during summer and academic year residential programs.

PHYSICAL DEMANDS: Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.