

**POSITION NOTICE
BIG SPRING SITE**

POSITION: Upward Bound Coach #341

NOTE: OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Bachelor's degree required; Master's degree preferred. Additional education will be recognized. Three (3) years related experience preferred, two (2) of which must be in advising or working with low-income, potential first-generation college students. Preferred experience in higher education or social services working with disadvantaged youth or working with federally funded grant projects. Knowledge or experience in Upward Bound / TRIO Grant programs preferred. Bilingual in English and Spanish preferred.

DESCRIPTION OF JOB DUTIES: Advise and work with low-income, potential first-generation students. Work with all Upward Bound participants to create Individual Education Plans to provide services that will help the student prepare for college. Build relationships with the target school and community partners, as well as families of students involved in the Upward Bound program. Responsible for collecting assessment and evaluation data and developing necessary reports. For a complete list of job duties please see job description, available from Human Resources.

SALARY RANGE: \$40,254 – \$50,441

POSITION AVAILABLE: September 1, 2022

TO APPLY: Complete online application and attach materials at:
<https://howardcollege.edu/careers/>

POSTED: June 30, 2022

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran status, or any other status protected under applicable federal or state law in its employment policies, procedures, and processes.