

**POSITION NOTICE  
BIG SPRING SITE**

**POSITION:** Upward Bound Coach #454

**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:** July 8, 2024

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

**POSTED:** March 27, 2024

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.