

DAVIS & ELKINS COLLEGE

JOB DESCRIPTION

JOB TITLE: Academic Advisor, Upward Bound Program (Pendleton and Pocahontas Counties)

IMMEDIATE SUPERVISOR: Assistant Director, Upward Bound Program

JOB SUMMARY: The position entails facilitating the academic and personal development of college-bound high school students. The Advisor will coordinate assessment, tutoring, and conduct individual conferences with participants. Work includes assisting in the planning and implementation of support services for participants, in-school visitation, individual meetings with student and/or parents, and working with high school staff to implement service delivery. This position requires some evening and weekend work including one Saturday per month and the ability to travel to programs and schools in the target area. Mileage reimbursement is provided (28 cents/mile). This position is part-time, 24 hrs/week for a 10 month time commitment (September through first week of June).

DUTIES:

- Schedules and maintains hours at target high schools.
- Assists in the planning and delivery of services for the in-school and after-school programs.
- Assists in implementing and monitoring Career and Academic Plan.
- Assists in developing, maintaining and evaluating tutoring programs.
- Provides advising and referral services for participants in social, personal, career and academic areas.
- Assists in supervising the academic/social/cultural program activities.
- Maintains records of student contacts.
- Meets weekly with Assistant Director to review responsibilities and outcomes.
- Develops and maintains proficiency in accomplishing duties.
- Assist with identifying recruits and provides designed services to specific caseload of UB participants.
- Other responsibilities as assigned by the Assistant Director and Project Director.

PREREQUISITES/EDUCATION: Bachelor's Degree and demonstrated skills in the area of planning and advising. The ideal candidate has two years teaching and/or counseling experience. . Preference to candidates who have overcome barriers of low income, who are a first generation college graduate, and Appalachian.

SKILLS: Computer, tracking, and record keeping experience. Experienced in managing resources and able to handle numerous complex tasks simultaneously.

FLSA STATUS: Non-Exempt

24 hours per week at \$12 per hour, including one Saturday per month. Send your letter of interest and resume to TriO Programs-Upward Bound, Davis & Elkins College, Carol Suder-Howes, Director, 100 Campus Dr., Elkins WV 26241 or email roseo@davisandelkins.edu by April 24.