

## Colorado Mountain College Position Description

Title: Upward Bound Coordinator  
FLSA Classification: Exempt (Salary)  
Hiring Salary Range: \$47,146.65 - \$52,385.17

### Primary Responsibility:

Under the general supervision of the Upward Bound Director, the Upward Bound Coordinator provides technical/professional support for a program grant. The position mentors and monitors student program participants and works intensively with their families to prepare students for entry into post-secondary education. This position counsels, tutors, mentors and coaches socially, economically and educationally disadvantaged students and their families; administers and interprets assessments; conducts workshops; assists in design and implementation of programs.

### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Bachelor's Degree and two years related experience or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Experience in teaching and/or counseling (TRIO experience preferred) in at least 6 of these areas: curriculum development, K-12 teaching, learning styles, study skills, learning disabilities, individualized learning plans, competency-based instruction, computer- assisted instruction, one-on-one instruction or tutoring, administration and interpretation of assessments, mentoring, English as a second language instruction, intensive reading instruction and experience/commitment to the advancement of socially, economically, and educationally disadvantaged individuals. from an accredited institution. Applicants with a degree in Education or related field may be given preference.

Knowledge of: special educational programs, especially those benefiting socially, economically, and educationally disadvantaged students; public relations tools.

Ability to: counsel, tutor, mentor, and coach socially, economically and educationally disadvantaged students and their families; work independently and as part of a team; excellent planning and organizational skills; outstanding interpersonal, oral and written skills.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

1. Provide project services at office location and school sites.
2. Conduct workshops for participants.
3. Organize financial aid and other workshops for participants.
4. Interview students and prospective students and give advice regarding application process, program requirements, course requirements, etc.
5. Monitor students' attendance, behavior, grades, tests scores, and credits earned; implement improvement strategies and action plans.
6. Maintain confidentiality regarding student and project files.
7. Assess family needs; make appropriate referrals and linkages for family support and prevention services.
8. Keep a regular schedule of home visits with Upward Bound families.
9. Build trusting relationships with students and families.
10. Assist in design and implement with the Director, programs, projects and summer programming.
11. Provides personal support for individual students.
12. Maintain a congenial, supportive and accepting approach when working with participants.
13. Provide academic advising for students.
14. Resolve individual admission problems with students and staff.
15. Provide information regarding careers, postsecondary programs and financial aid to program participants.
16. Record management.
17. Other duties as assigned.

### Supervision Received

This position reports to the Upward Bound Director.

### Supervisory Responsibility

This position may supervise part time staff and students.

### Special Conditions of Employment:

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. This position will require driving and a valid Colorado driver's license; and may require altered work schedules including occasional evening and weekends.

### Work Conditions:

This position requires frequent sitting; occasional standing, walking, and driving; occasional stooping, bending, handling objects, pushing/pulling, reaching with hands/arms, and frequent finger movements; occasional lifting, carrying, pushing/pulling up to 25 lbs.; ordinary talking, hearing, and full vision capabilities; constant reading/comprehending, communicating orally reasoning/analyzing; frequent writing, and occasionally performing calculations. Work is performed using a computer and standard office equipment daily, frequent use of a vehicle/van.

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12.16.2016; 11.21.22  
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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.