



Position Title:	Academic Coordinator	Job Code:	3803
Reports To:	Program Director	Job Group:	PENC
Department:	Upward Bound Program	Salary Grade:	12
Prepared By/Date:		FLSA Status:	Exempt
Approved By/Date:	Deveni Hodges/8-5-2009		
Revised:	Jennifer C. Brito/8-5-2009		

Summary:

The Academic Coordinator is responsible for the coordination of all academic activities that will take place within the Upward Bound Program grant by the U.S. Department of Education. This individual reports to the Program Director and works closely with other employees of the program, academic and student services personnel, and high school personnel.

Essential Duties and Responsibilities:

- Coordinates academic activities such as after-school tutoring, weekend instruction, summer secondary and postsecondary instruction, dual enrollment, service learning, mentoring, internships, and cultural enrichment
- Assists the (UB) Student Services Associate with the recruitment of candidates, academic advisement at the secondary and college levels, college admissions, and financial aid
- Assists the (UB) Director and specialized College personnel with the administration of assessments and career counseling
- Assists the (UB) Director and the External Evaluator with the tasks of monitoring, tracking, reporting, and evaluation
- Serves on campus and college-wide committees
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge Windows OS, software programs, Microsoft Office Suite, and basic research methodology.
- Knowledge about all aspects of circulation; library, media computer courtyard, and help desk.
- Knowledge and understanding of training and education principles.
- Must demonstrate initiative, supervisory expertise and decision-making skills
- Strong knowledge of library resources and on-line systems and other software
- Strong customer service and public relations skills.
- Skill in project management and the ability to meet deadlines.
- Ability to perform basic departmental functions such as locating materials, answering questions, directing clients, etc.
- Ability to speak effectively before groups of students, faculty and staff.
- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in education or related field and three (3) year of work experience in an academic setting.
- Must have experience in student services (e.g., recruitment, advisement, etc.) or academic affairs (e.g., teaching, curriculum development, etc.)

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name