# ACADEMIC SPECIALIST – UPWARD BOUND

## JOB ANNOUNCEMENT #16-707

**POSITION:** ACADEMIC SPECIALIST - Full-time, benefited position with the Upward Bound (UB) Program through the California State University, Fresno Foundation.

**SUMMARY:** Upward Bound is a federally funded program that has served high school, low-income and first generation students since 1980. It provides intensive academic instruction, academic advising, tutorial assistance, skills curriculum, career orientation and exploration, and a variety of other services that assist students from Edison & both Madera high schools. The overall mission of the program is two-fold: to provide students with the necessary support and resources to persist in high school and to motivate, encourage & ensure enrollment in post-secondary education. During the summer, a six-week residential program is offered to enhance students’ academic performance and career development.

**ESSENTIAL JOB FUNCTIONS:** Under the supervision of the Project Director, the Academic Specialist will be responsible for the following. Typical duties include, but are not limited to the following:

- Plan, develop, coordinate and execute the academic year & summer instructional components of the program
- Assess students’ educational needs & develop strategies to monitor students’ academic progress
- Assist students with study skills, time management skills and implementation of their Educational Plans (EP)
- Develop testing, instructional support, and personal development workshops
- Work with high school instructors & counselors in organizing, planning, and developing instructional assistance for UB students
- Provide assistance with college admissions, financial aid, scholarships, and career development
- Assess and conduct learning styles inventories for program participants
- Coordinate instructional support activities during the academic year and summer residential component
- Coordinate speakers and mentoring activities
- Supervise after school tutorial sessions
- Develop & implement monthly Saturday college conferences
- Monitor and track the attendance and academic progress of UB participants throughout their high school & college years
- Meet recruitment of students into the program, make presentations and interview students and parents
- Collect student applications, assist with screening of students for program eligibility and submit participant recommendations to the Director
- Assist in the development & implementation of parent workshops
- Organize and oversee campus visits
- Develop and maintain positive working relationships with community and target school personnel
- Hire, train, supervise and evaluate teachers, tutors and other summer residential staff
- Provide general assistance to the Upward Bound Director in developing and improving services to program participants
- Attend staff meetings, trainings, and in-services related to program regulations and district policies
- Assist with the completion and submission of the annual performance report
- Maintain records and prepare other reports as required
- Initiate home visits as required
- Must be available & willing to work evenings & weekends when needed
- Perform other related duties as assigned.

**POSITION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree required in related field. Master’s degree preferred.
- Bilingual in Spanish or Hmong preferred
- At least 3 years of training and professional experience working with a student population similar to that of Upward Bound participants
- Must have knowledge of K-12 standards, testing requirements, and high school graduation requirements
- Must have knowledge of the college admission process and graduation requirements
- Computer skills required for maintaining data and reporting purposes
- Must work and communicate effectively with teenagers and their parents
- Must be flexible with the ability to establish effective working relationships with students, parents, & school personnel
- Ability to make presentations & prepare written detailed reports is required
- Must have computer skills at a level sufficient to effectively and efficiently carry out the responsibilities of the position (MS Office applications, excel, PowerPoint, social media, email, and internet usage).
- Knowledgeable of campus and community resources
- Experience with and sensitivity to issue and needs of students from low-income, diverse ethnic, cultural and socio-economic backgrounds
- Must clear criminal background check

**SALARY/BENEFITS:** $3,400-$3,787 per month, DOE. Benefits include vacation, sick leave, holiday pay, health, dental, vision and 401(k).

**FILING DEADLINE:** Application review begins April 8, 2016; open until filled.

**TO APPLY:** Please visit our web site at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno Auxiliary Human Resources
2771 E. Shaw Ave. (there is no suite number)
Fresno, CA 93710

E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu
Fax: (559) 278-0988

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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