

Temporary Coordinator, Upward Bound Program

Department: Upward Bound Program
Position Type: Temporary (40 hours/week)
Salary: \$20.30 per hour
Position Classification: TempForce/Technical & Professional Level C
Position Location: Northwest Campus
Closing Date: July 7, 2017

Description:

The Office of the Vice President for Student Affairs is seeking a highly qualified leader/manager to fill a Temporary Coordinator position. The Temporary Upward Bound Coordinator oversees the programmatic and operational management of the intensive 6-week STEM focused summer and is responsible for the success of the summer program. This position works with the UB summer team to develop activities to promote education enhancement, recruitment and retention of program participants; supports UB staff in the development and delivery of academic course contents and ensures all academic services are in line with the UB Program grant and other federal regulations. The summer intensive program includes educational and cultural field trip experiences for program participants.

Santa Fe College's Upward Bound (UB) is a federally funded program designed to provide first generation and/or low-income high school students in Bradford and Newberry High Schools with the academic skills and motivation necessary to succeed in their pre-college studies. The program's focus is high school persistence and college going culture with the specific goal of increasing the rate at which participants complete secondary educational objectives, enroll and graduate from a post-secondary institution. The UB Program provides opportunities for participants to succeed in their precollege performance and ultimately succeed in their higher education pursuits. The intensive summer program provides transition opportunities for incoming program participants and enhance academic preparation for the next level for all participants.

Responsibilities and duties include:

- Ensure compliance with federal regulations and requirements of the UB grant, as well as SF standards, policies and guidelines.
- Participate in the recruitment, selection, training and supervision students.
- Act as a liaison to the target high schools (Bradford and Newberry) and community organizations.
- Work with the AVP of Student Affairs to prepare a detailed annual budget, monitor and maintain accurate records regarding the details of all expenditures.
- Supervise the collection of evaluative program data, including performance records
- Collaborate with the Administrative Assistant to submit timely and accurate Annual Performance Report (APR).
- Mentor program participants and recruit mentors as needed.
- Collaborate with parents of program participants to enhance support for participants and to ensure successful delivery of services

- Strictly honor the privacy, security and confidentiality of student records and other sensitive information according to appropriate state, federal and college regulations, policies and procedures.
- Work with the academic coach to coordinate career shadowing activities and summer work-study.
- Work with other TRIO Coordinators to ensure coordinated services.
- Provide service excellence through courteous, informed, accessible and professional engagement.
- Perform other duties as assigned.

Reports to: Assistant Vice President, Student Affairs

Qualifications:

Required: A Master's degree in Education, Counseling, Student Personnel Services, or a relevant field with two years of experience working to design, manage and implement services to at-risk youth at the secondary and or post-secondary level is required. The successful candidate must have a valid Florida Driver License and be able to meet the college's approval to drive guidelines ([Driving Requirements](#)). Current Cardiopulmonary Resuscitation and First Aid certification is required or must be obtained within six (6) month of employment. A criminal background check will be conducted.

Knowledge, Skills and Abilities: This position requires a highly motivated team-player with the ability to deliver a high level of interactive customer service, develop and maintain collaborative relationships inside and outside of the College, as well as possess the ability to prioritize effectively, proactively solve problems, manage multiple projects simultaneously with high levels of accuracy and achieve goals within or ahead of established time frames. The Temporary Upward Bound Coordinator requires a strong work ethic, a passion for helping students and a commitment to diversity and to student success. The Temporary Upward Bound Coordinator must possess the ability to work independently with minimal supervision, superior written, verbal, and interpersonal communication skills, as well as strong organizational skills and proficient computer skills using the Microsoft Suite of Office Applications. This position must work well with students, parents, school administrators, faculty and staff at all levels within a diverse, multi-cultural, collaborative environment.

Application Process: All applicants must submit a [SF Employment Application](#), a letter of intent which describes your interest in working as the Temporary Upward Bound Coordinator at Santa Fe College and explains the strengths you can bring to this position, an up-to-date resume, college transcripts, and names/contact information for three references to: Stacey Ledvina, Executive Assistant to the Vice President for Students Affairs, 3000 NW 83rd Street, Gainesville, FL 32606 or stacey.ledvina@sfccollege.edu.