

Clark Atlanta University Job Description

Position Title:	Program Specialist II
Employee:	
Department:	Upward Bound
Reports To:	Associate Director, TRiO Upward Bound Program

General Function (Description):

The Program Specialist II is a full time (12 month) position responsible for implementing programs for the 9th and 10th grade scholars of the Upward Bound Program. This position works in close coordination with the other Program Specialist II and Associate Director. The Program Specialist II will assist with student recruitment. The Program Specialist II develops programs to help students successfully navigate their transition into high school and through the 10th grade; Coordinates and/or implements programs including seminars, a parent program, correspondence logs, telephone contacts, newsletters, workshops, and field trips; Ensures that 80% of program participants stay in school, remain in the program, and take appropriate courses to prepare them for graduation from high school and enrollment in college; and performs all other duties as assigned.

This is a grant-funded position. In accordance with Federal regulations, preference is given to candidates with backgrounds similar to the program participants.

Examples of Duties and Responsibilities:

- Develop and implement an age and grade level appropriate curriculum for the 9th & 10th grade component. Including classes, field trips, and activities.
- Assist in recruiting potential 9th grade participants and others as needed.
- Manage new participant interview calendar and assist in the selection process as needed.
- Assist with recruiting college students for the mentoring and tutoring programs.
- Monitor participant progress throughout high school, implementing test prep courses, career information, and exposure to college, financial aid seminars and study skills.
- Work with Program Specialist II to develop and implement a mentoring component for all participants.
- Provide academic and personal coaching to assigned program participants.
- Visit target schools.
- May teach classes during the academic year and/or summer;
- Assist with updating student contact information into Blumen system
- Develop and implement Alumni network for UB graduates to ensure the program has updated and current information on the students persistence and/or graduation from post-secondary

- Develop and implement monthly UB newsletter and distribute accordingly, as well as update UB social media with direction and approval from Associate Director/Director.
- Assist with the development and facilitation of Parent University series for UB parents.
- Assist with Saturday session and summer program to include preparation, inventory, and correspondence development and delivery
- All other duties as assigned by Associate Director/Director.

Knowledge, Skills and Abilities

This position requires knowledge of Georgia Board of Regents high school and college performance standards. Must have basic computer skills including word and knowledge of database management. Must have completed coursework or classes in related field.

Minimum Hiring Standards

Education	Bachelor’s degree in education, counseling, social work or related field required. Master’s degree preferred
Years of Experience Required	The US Department of Education requires Upward Bound staff to come from a background similar to that of our prospective students. All candidates who do not come from a low-income background or were not first generation college students must demonstrate knowledge of problems of disadvantaged youth. Furthermore, candidates must be aware of effective methodologies to increase the number of disadvantaged youth who stay in school, graduate from high school and enroll in a program of postsecondary education. Candidates with previous TRIO experience are preferred.
Years of Management/Supervisor Experience	N/A
Other Requirements	This position requires driving to target schools and community functions. Some night and weekend work is part of the scheduled duties. Candidates should have a cell phone and computer access.

Employee

Date

Specialist/Supervisor

Date

Human Resources

Date