

**COLLEGE NOW GREATER CLEVELAND
POSITION DESCRIPTION**

POSITION TITLE: Upward Bound Advisor, Full Time,12 months
STATUS: Non-Exempt
STANDARD HOURS: 40 hours/week
REPORTS TO: Director of Advising and Program Services
ASSIGNED TO: Advising Programs and Services

Position Summary:

The Upward Bound Advisor will be responsible for administering all aspects of the Upward Bound program in Warrensville Heights High School. The UB Advisor will deliver the direct services to UB program participants, including recruiting eligible students; coordinating the tutoring initiative; planning and executing exposure activities; engaging parents and families; and, planning and executing the six-week summer program. The UB Advisor will ensure that the objectives of the grant proposal are met by working with the high school's administration, teachers, and staff to coordinate services for students.

Essential Functions:

1. Develop a relationship with the Warrensville Heights High School administration in order to efficiently execute the provisions of the Upward Bound program.
2. Recruit and retain 60 students to participate in the Upward Bound program. Collect their documentation and record in College Path (student database). Work toward program objectives:
 - 60% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year;
 - 90% of UB seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math;
 - 85% of all participants will persist to the next grade or graduate;
 - 85% of senior participants graduate from high school in a rigorous program of study;
 - 55% of senior participants enroll in a postsecondary institution immediately after high school graduation; and,
 - 25% of students enrolled in a postsecondary institution in fall or spring following high school graduation, complete postsecondary education within 6 years.
3. Establish and coordinate the year long, after school tutoring component, tracking students' attendance and results.
4. Coordinate college entrance exam(s) preparation courses; administer practice college entrance exam tests.
5. Plan and execute periodic parent and family engagement meetings and events.
6. Coordinate all aspects of the six-week UB summer component, including:
 - a. Secure space on a local postsecondary institution's campus
 - b. Assist with hiring the temporary advisor
 - c. Assist with hiring the summer academic instructors

- d. Act as lead advisor to temporary advisor and the tutors
 - e. Plan and execute summer exposure activities
 - f. Track and record participant attendance on paper and in the College Path database
7. Adhere to the federal legislation and regulations governing the Trio Upward Bound programs, including documentation of student eligibility and participation.
 8. Using both web-based and other resources to assist students with accomplishing various college-going tasks. For example:
 - a. Choosing rigorous college preparation coursework;
 - b. Exploring careers;
 - c. Exploring college options;
 - d. Preparing for and taking all necessary college entrance exams (including ACT, SAT, SAT Subject Tests, Accuplacer);
 - e. Submitting complete admissions application packages prior to institutional priority deadlines; and
 - f. Tracking and following up on the progress of all admissions and financial aid applications.
 9. Track all services by accurately entering demographic information, contacts and notes in the College Path student database. Adhere to strict confidentiality in student record keeping.
 10. Coordinate with the Director of Scholarship Services and Financial Aid to create and execute a plan to support UB undergraduate students through their postsecondary educations.
 11. Attend all advisor trainings and meetings.
 12. Perform other duties as assigned.

Qualifications:

The Upward Bound Advisor should have a master's degree, preferably in counseling, higher education, or related field – or five years of experience working with young adults. The individual must possess strong oral and written communication skills, interpersonal skills and be adept at working with individuals from diverse socio-economic background.

The individual must be able to work autonomously and in a team environment with a collaborative focus; comfortable using a laptop computer; able to conduct searches on the internet and Microsoft Office (Word, Excel, and Outlook); capable of entering data in a student database. The position requires evening and weekend hours to fulfill the project's goals, and the individual must be able to provide own transportation to multiple locations. Physical requirements include being able to carry up to 10 pounds daily, consisting of a laptop computer, printer, and advising materials.

Disclaimer: "Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time."

College Now Greater Cleveland, founded in 1966, is the nation's oldest college access program and Ohio's largest. College Now has evolved from providing college access guidance to Cleveland's public schools into a multi-program, strategically collaborative

service agency reaching more than 23,000 students from more than 200 Northeast Ohio schools, community and business venues and from our downtown Cleveland Resource Center. College Now's mission is to increase college attainment through college access and college success advising; financial aid counseling; and scholarship and retention services. We envision a future in which all members of our community will have the support they need to successfully complete their postsecondary education, lead more satisfying and productive lives and contribute to the region's economic vitality.