



T H I N K J U S T I C E

## Website Posting Announcement

**Title:** TRiO Programs – Academic & Retention Coordinator

**Reports to:** TRiO Programs Upward Bound Program Coordinator

**Post Date:** March 1, 2010

*The position will remain open until filled, and screening of applications will begin immediately. The position will be available immediately.*

### Description:

Under the supervision of the TRiO Programs Upward Bound Program Coordinator, the Academic & Retention Coordinator will primarily be responsible for developing and implementing all advising and academic/retention services, as well as cultural activities, for the population served (low-income and potential first-generation high school students). These services include:

- Academic, personal, social, and career counseling of the eligible and identified Upward Bound participants
- Recruit in the Upward Bound target high schools (Little Rock, North Little Rock, Pulaski County Special and Eastern Arkansas/Delta Region)
- Supervise the Academic Year, Summer Academic Institute and Summer Bridge Program
- Arrange and attend college visits
- Supervise the high school Upward Bound and Upward Bound Math/Science Center participants
- Meet with students and parents to develop and review Individualized Education Plan (IEP) and develop related strategies to meet those identified student needs
- Assist the Program Coordinator in tracking and follow-up of student progress and college matriculation

### Minimum Qualifications:

Bachelor's degree required; Master's degree strongly preferred in education, administration, counseling, student personnel, math, science, or a related field.

Minimum of 3 (three) years experience (or equivalent part-time experience) in counseling or advising students. Experience with identifying and serving the needs of low-income and potential first-generation high school students, along with the ability to supervise a residential summer program.

Leadership and interpersonal skills required.

Curriculum development and instructional skills desirable.

Excellent organizational, computer, writing and communication skills required.

### How to Apply:

Send resume and cover letter with salary requirements to:

[mgoza@philander.edu](mailto:mgoza@philander.edu)

Attn: Human Resources

*Philander Smith College is an equal opportunity employer and does not discriminate applicants or employees based on their age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.*