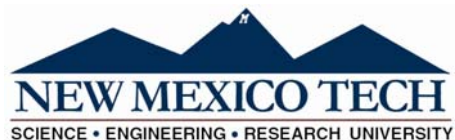


**Posted:** January 14, 2020



## POSITION ANNOUNCEMENT

**TITLE:** COORDINATOR, UPWARD BOUND    **DEPT:** STUDENT & UNIVERSITY RELATIONS

**REG**       **TEMP**       **FULL TIME**       **PART TIME**

**STARTING RATE or SALARY RANGE** \$35,000 - \$42,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL DEPARTMENTAL POSTING THROUGH:** Concurrent\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

The coordinator reports to the director; supervises tutors/advisers; conducts academic monitoring and advising including topics such as college attainment, career choices, entrance exam prep, financial aid/literacy, and other areas of need; plans, coordinates, and evaluates academic/ cultural programs and Saturday Sessions; collects and organizes data; serves as liaison to participants, families, and schools, coordinates recruitment; provides on-site daily and nightly supervision of students during the residential summer program at NMT and on college/ cultural visits/trips; plans, supervises, and implements educational, cultural and enrichment activities as well as campus tours, ACT/ SAT prep, community services, and parent meetings; coordinates summer program including daily activities, workshops, travel, and logistics; coordinates follow-up tracking; supervises translations and other duties as assigned by the director.

*\*This position is located at the Albuquerque Office during the academic year and located in Socorro during the six-week summer residential program.*

### REQUIRED QUALIFICATIONS:

Bachelor's degree required area of study education, counseling, STEM discipline or closely related field. One (1) year experience working with low income, first generation minority students and students from diverse backgrounds required. One (1) year of administrative experience required. Knowledge of college entrance requirements required. Must have a valid NM Driver's License upon start of employment. Must be able to pass a background check to work with minors in Albuquerque Public Schools required. One (1) year experience working directly with TRIO programs desired. New Mexico Teacher's License preferred. Bilingual desired.