



Job Description

Job Title:	Assistant Director Educational Talent Search	Job Code:	
Department:	Educational Talent Search/Upward Bound	Grade:	L
Date:	May, 2004	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Assists the Director in planning, implementing and administering the goals and objectives of the program. The Program Coordinator also assumes the responsibilities of the Director in her absence.

Characteristic Duties and Responsibilities:

1. Administering the daily operations of the program
2. Visiting target schools for monthly workshops
3. Counseling students on college admission requirements and financial aid
4. Prepares reports and enters services to monitor monthly progress
5. Establishes and maintains working relationships with CMS administration and personnel
6. Serves as administrator in charge in Director's absence
7. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to the Director Educational Talent Search/Upward Bound

Direction Given: Direct supervision of professional personnel within the department

Minimum Requirements:

A Master's degree in Education or a related field paired with two years of related work experience. Work experience should demonstrate expertise in education/counseling/social work and supervisory/leadership skills.



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Knowledge, Skills, Abilities and Worker Characteristics:

- Experience working with middle and high school student populations
- Experience working with diverse populations (both cultural and ethnic)
- Knowledge of and experience with low income/first generation college students
- Knowledge of college admissions and financial aid regulations, policies and procedures
- The ability to form working relationships with school district officials and community agencies
- Well developed management/leadership/supervisory skills

Working Conditions:

Typical office environment