



**Upward Bound Education Advisor
Job Description**

JOB TITLE	Education Advisor	DEPARTMENT	Educational Opportunity Programs
REPORTS TO	Program Director	PROGRAM	Upward Bound
DIRECT REPORTS	N/A	FSLA STATUS	Exempt

Job Summary

The Upward Bound Program provides outreach and support programs to help low-income, first generation college, and disabled students progress through the academic pipeline from middle school to post baccalaureate programs. The Education Advisor will provide academic, educational, career, social and personal counseling and guidance, and academic advisement to program participants.

Duties & Responsibilities

- Assist Program Director with the development and coordination of the Upward Bound program services;
- Assist with the recruitment, identification, selection and monitoring of Upward Bound participants;
- Conduct individual and group counseling sessions; Administer assessments, inventories and surveys, academic advising, completing financial aid and college admissions applications;
- Assist with developing, coordinating and overseeing Financial Aid, financial literacy and college advising workshops;
- Maintain contact with target school counselors and teachers to monitor progress of participants
- Keep parents abreast of participants' performance; Perform other Program related duties as assigned.
- Assist with data entry, collection, and documentation needed to complete Annual Performance Report.
- Maintain confidentiality regarding the organization, staff, clients, families, and all associated records.
- Participate in appropriate professional development workshops, not limited to but including St. Louis Graduates, Pryor online, EOP and HEC sponsored training.
- Participate in planning and implementation of program related activities to raise community awareness regarding postsecondary educational and financial aid opportunities.
- Participate in community outreach for identification and recruitment of first-generation, low-income individuals in order to increase college accessibility.
- Create and provide presentations appropriate for students, parents, school personnel, and agencies that inform of services provided by program.
- Represent program at various community functions to increase awareness about program services, activities and outcomes.
- Implement curriculum to ensure alignment and meeting students' needs across various grade levels served.
- Assist with developing and/or updating information for webpage and advocating for information to be included on school websites served.
- Independently establish rapport with school personnel and navigate school system and culture.
- Maintain pleasant and professional interactions at all times.
- Perform all other Upward Bound program duties as assigned by supervisor.

Education & Experience

1. Master's Degree in education, social work, psychology or student personnel highly preferred; minimum bachelor's degree required.
2. Two years of experience working in a related educational and/or other programs for youth from low-income/disadvantaged backgrounds traditionally underrepresented in postsecondary education.
3. Experience working with students in other underrepresented areas such as disabled, foster care, homeless, or limited English proficiency.
4. Knowledge of and/or experience in TRIO programs desired.
5. Knowledge and demonstrated ability to use a computer and appropriate software applications, i.e., Windows, Word, Outlook, Excel, PowerPoint, Access, Zoom, Microsoft Teams
6. Knowledge of and experience working with Blumen software is a plus.
7. Must have a valid driver's license and a safe driving record.
8. Must pass background check.

Additional Attributes

1. Dedicated and committed to serve.
2. Desire to see others succeed in life.

Physical Requirements

1. Indoor office environment with minimal exposure to temperature changes or harmful chemicals. Noise levels may fluctuate when working within various middle and high schools.
2. Transportation is needed to schools and back to UB office on an as needed basis.
3. Physical activities such as walking and standing are required. Some outdoor walking in extreme heat may be required during summer program activities.
4. Occasional lifted, pushing, or pulling objects up to 25 lbs. may be needed for set up of activities or transporting of supplies.
5. Hours may vary to accommodate weekend, evening, and summer activities as needed.
6. Appropriate businesslike apparel is required.

