# Director of Upward Bound Program

**[Initial Base: Ayers Campus]**

This is an at-will position for which the attainment of non-probationary status (tenure) is not available.

[Continued employment contingent upon funding]

## Qualifications

- Master’s degree in student personnel counseling, agency counseling, guidance and counseling, education administration, or related field **required**
- Experience in administration, counseling, teaching, or similar program **required**
- Experience in working with economically and educationally disadvantaged students **required**
- Experience in writing and managing federal grants or experience in a similar federal program **required**
- Excellent supervisory, interpersonal, and communication skills

## Duties

- Provide fundamental support to high school students in their preparation for college entrance.
- Serve high school students from low-income, first generation, and/or disabled students and/or low income families.
- Provide opportunities for participants to succeed in pre-college performance and ultimately in higher education.
- Increase the rates at which participants enroll in and graduate from postsecondary institutions.
- Oversee dissemination of program information to the public and college staff.
- Develop and manage budget, following Federal guidelines.
- Supervise Upward Bound staff, including full-time professional and support staff, as well as part-time instructors and tutors.
- Maintain accurate program records.
- Perform other duties, which are essential to the Upward Bound program.
- Comply with all policies of the Alabama Community College System and the College.

## Projected Starting Date

September, 2016
# DIRECTOR OF UPWARD BOUND PROGRAM

**[INITIAL BASE: AYERS CAMPUS]**

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<table>
<thead>
<tr>
<th>SALARY</th>
<th>State Salary Schedule “C-3” – $50,000 - $60,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION DEADLINE</td>
<td>August 8, 2016 – 4:00 P.M.</td>
</tr>
<tr>
<td>APPLICATION PROCEDURE</td>
<td>ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.) Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current résumé, (d) copies of transcripts of all postsecondary education; and (e) three current professional letters of reference. Send to:</td>
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**DIRECTOR OF HUMAN RESOURCES**

**GADSDEN STATE COMMUNITY COLLEGE**

P. O. Box 227

GADSDEN, AL 35902-0227

(256) 549-8236

Application materials are considered privileged and confidential and will be used for employment purposes only.