

California State University, Fresno Foundation

DIRECTOR – UPWARD BOUND

JOB ANNOUNCEMENT #18-958

POSITION & SUMMARY :	<p>DIRECTOR - Full-time, benefited position with the Upward Bound (UB) Program through the California State University, Fresno Foundation. The Upward Bound program is currently funded through August 31, 2022, with continuation of the position contingent upon renewed funding. The Upward Bound Program assists low-income and first-generation college bound high school students in their efforts to complete high school, prepare and motivate them for success in higher education. The six (6) selected high schools include: Edison, Fresno, McLane, Madera South, Madera High, and Roosevelt. The program provides tutoring, academic advising, college planning, financial aid and scholarship information, internships, career exploration, campus visits, and other related activities. During the summer, a six (6) week residential program is offered to enhance students' academic performance.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The Director reports directly to the Director of Outreach and Special Programs, and is accountable to the Associate Vice President for Enrollment Management and the Vice President in the Division of Student Affairs and the United States Department of Education. This position is responsible for the following duties as responsibilities. Typical duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Developing, implementing, monitoring and maintaining all aspects of the Upward Bound Program and making the necessary decisions to ensure all program objectives are met. • Supervision and evaluation of all project activities. • Management of the project budget and maintaining internal budgetary and program operation records to ensure effective utilization of federal and other resources in the accomplishment of stated program objectives. • Responsible for hiring, training, supervising, and evaluating program staff. • Developing and implementing internal program policies. • Development, administration and implementation of reports, evaluations, project proposals, and other documents necessary and/or required by funding agencies for the continued funding and successful operation of the program. • Developing academic and study skills curriculum and ensuring that the plan for identifying, recruiting, selecting, and tracking program participants is carried out the final selection of project participants. • Maintains on-going communication with Upward Bound staff, campus, and community members. • Develop, interpret, communicate and apply project policy and procedures to ensure compliance with Higher Education Opportunity Act, Education Department General Administrative Regulations (EDGAR), Federal TRiO Regulations and institutional policies. • Provide liaison contact with the United State Department of Education, California State University, Fresno target schools and the communities of the targeted service area. • Serve as an advocate for project graduates seeking admission and financial aid to postsecondary education programs and coordinates their placement and follow-up. • Other related duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Master's degree required (Education, Liberal Studies, Social Work, English, or related field). • Minimum of five (5) years of full-time progressively responsible professional experience working with minority, low-income, and other disadvantaged youth from diverse backgrounds required. • Minimum two (2) years supervising professional staff in the field of education. • Demonstrated ability to effectively manage a student services program and supervise, train, motivate, evaluate and provide work direction to professional and student staff.

	<ul style="list-style-type: none"> • Demonstrated ability and knowledge in the areas of curriculum development, budget planning, program management and student assessments. • Proven ability to analyze and evaluate, set priorities and follow through, manage multiple projects/tasks and adhere to deadlines. • Must be flexible with the ability to establish effective working relationships and exhibit professional and personal qualities necessary for establishing and maintaining effective and cooperative working relationships with university and/or school personnel, students, parents, and a diverse staff. • Ability to work independently making appropriate decisions with minimal direction and supervision. • Excellent oral, written communication and interpersonal skills. • Grant writing experience. • Must possess organizational skills including attention to detail, maintaining accurate records and managing multiple activities. • Must have computer skills at a level sufficient to effectively and efficiently carry out the responsibilities of the position (MS Office applications, Excel, Powerpoint, social media, email, and internet usage). • Demonstrated knowledge of and sensitivity to issues and needs of students from low-income, diverse ethnic, cultural and socio-economic populations, have knowledge of campus and community resources. • Demonstrated commitment in working with underrepresented students. • Must be available to work evenings, extended workdays, and occasional weekends and a summer residential program. • Must be willing to travel to target school sites and have reliable transportation, and a driving record acceptable to university insurance underwriters. • Participate on grant writing team and assist in grant funding proposal preparation. • Develop, coordinate and implement program marketing and publicity efforts; email and telephone communication, web page updates, program brochures, flyers, and social media. • Must clear criminal background check and fingerprinting with the Department of Justice. • Must possess a good driving record and a valid Driver's License. • Bilingual preferred.
SALARY/BENEFITS:	\$5,500 - \$6,150 per month, DOE. Salary will be commensurate with education and experience. Benefits include health, dental, vision and 401(k), vacation, sick, and holiday pay.
FILING DEADLINE:	Application review begins September 14, 2018; open until filled.
TO APPLY:	<p>Please visit our Auxiliary Human Resource web site at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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