POSTING: Upward Bound Project Advisor
(Continuation of position contingent upon grant renewal beginning June 2022)

DATE: October 29, 2021

SCOPE OF RESPONSIBILITY:
The Upward Bound Project Advisor provides direct advising services to Upward Bound participants. Services include those related to increasing the likelihood of participants achieving academic success, graduating from high school, enrolling in, and graduating from an institution of higher education.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:
1. Provide academic instruction for annual summer and academic enrichment program.
2. Conduct applicant intake interviews and assist with the selection and recruitment of participants.
3. Maintain up-to-date project records using National student clearinghouse.
4. Provide information about the TRIO program to the eight target high schools, work with school s’ administration, and counselors to administer the program according to the grant proposal.
5. Review monthly progress reports and develop an individualized educational plan for each participant.
6. Meet with participants either in group or individual basis virtually and/or in-person to provide career counseling services when necessary for the success of the participants.
7. Organize workshops or seminars for students and parents covering topics as: financial aid and money management, nutrition, health and wellness, mental health, substance abuse and cultural issues.
8. Activity participates in professional development in support of the college and serve on assigned committees.
9. Coordinate student activities in compliance with TRIO Upward Bound regulations as stated in the grant proposal.
10. Other duties as assigned by the Director of Upward Bound.

REQUIRED MINIMUM QUALIFICATIONS:
1. Bachelor’s degree from a regionally accredited institution.
2. One year of professional work experience in education, counseling, social work, or related.

PREFERRED QUALIFICATIONS:
1. One year of professional experience working in a federal TRIO program or similar program for disadvantaged/low-income youth.
2. Must be able to perform duties in an effective and ethical manner to assure that the objectives of the project are met within the guidelines of legislation, regulations and commitment as stated in the grant.
3. Ability to operate Microsoft office suite, Excel, Google Suite, Teams.
4. Adequate interpersonal skills to work well with faculty, staff, students, and the community at large.

SALARY: Salary range is $36,745 to $51,900 based on qualifications according to the ACCS Salary Schedule E3 04.
ANTICIPATED STARTING DATE:  December 1, 2021

APPLICATION DEADLINE:  November 10, 5:30 p.m.

APPLICATION PROCEDURE: Vacancy Announcements and Employment Applications are available at https://www.trenholmsstate.edu/college-information/human-resources/#jobs and by contacting the Office of Human Resources at (334) 420-4442 or ybrown@trenholmsstate.edu. Application materials may be delivered to the Office of Human Resources, Room B107 of the Administration Building on the Trenholm Campus, or submitted via U.S. mail to the following address: Trenholm State Community College, Office of Human resources, P.O. Box 10048, Montgomery, AL 36108 or emailed to humanresources@trenholmsstate.edu. Applications currently on file must be resubmitted for this position. If you are applying for more than one position, submit a complete packet for each position. Once submitted, all application packets become the property of Trenholm State. The submission of all application materials (an application packet) post marked to the Office of Human Resources by the application deadline is the sole responsibility of the applicant. Delinquent and unsigned application packets/documents will not be accepted. Only complete application packets will be considered.

A completed application packet consists of:

- A completed official College employment application; “See resume or attached” will not be accepted.
- A current résumé.
- Three (3) signed letters of reference.
- Copies of all relevant transcripts. Transcripts copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the completion of the first semester of employment.

*As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employer verifying the work experience stated in the “Required Qualifications” section. The letters of verification must include the applicant’s beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.

Applicants who fail to submit a complete application packet will not be considered.

OTHER INFORMATION:
Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Trenholm State Community College reserves the right to withdraw any job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Trenholm State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Trenholm State will make reasonable accommodations for qualified disabled applicants or employees.

Trenholm State Community College is an equal opportunity employer.