

**College of the Siskiyous
Job Description**

Job Title: Program Grant Director, Upward Bound

FLSA: Exempt

Group: Admin. Support/Management

Salary Schedule: Admin Support/Management

Job Summary:

Promotes postsecondary education by developing and coordinating services and instruction programs provided through the Upward Bound program.

Essential Duties and/or Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervises the provision of all services and the development of instructional programs in the Upward Bound program. Hires, trains, and supervises support staff.

Ensures compliance with federal regulations and requirements of the Upward Bound grant.

Prepares reports, correspondence, program literature.

Develops and maintains positive on-going relations with college and universities, government officials, state agencies, target high schools, and local agencies.

Manages grants and program budgets, approves purchases; monitors for compliance with grant commitments.

Serves as an advocate for minority, first generation higher education students aspiring to succeed in college.

Provides for an on-going evaluation of program services as well as professional development activities for Upward Bound staff.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree in Counseling and/or Psychology or a related field. Master's degree preferred. At least two (2) years experience in administration of grant-funded special population programs.

Knowledge: Knowledge of principles and practices of counseling and community outreach; Upward Bound grant policies and procedures; counseling and privacy laws; budget preparation and management; PC and related software; high school and postsecondary graduation requirements.

Ability: Ability to provide leadership in Upward Bound Program management; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people;

Valid CA drivers license

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions, uses personal vehicle and occasionally works in evenings and/or on weekends. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03