

EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment

Email: jobline@evergreen.edu

Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

Bulletin 2008-012MAT

Opens: February 22, 2008

Review of applications extended through April 10, 2008

Applicants are encouraged to apply by this date.

UPWARD BOUND DIRECTOR

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program and seven public service centers that create a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

POSITION PURPOSE

The Director of Upward Bound provides student advising and visionary leadership in the collaborative management of a federally funded college readiness program. The Director provides academic support to Upward Bound staff and school personnel by conducting academic need assessment of students, providing staff development, developing and implementing individualized academic portfolios and tracking project participants as specified in the grant. Knowledge and use of school, parents, grant management and community based resources and organizations, particularly resources and organizations responsive to low income and potential first generation college students is an important component to this position. The director reports to the Dean of Student and Academic Support Services.

NATURE AND SCOPE

Upward Bound is a U.S. Department of Education funded program designed to prepare youth for postsecondary education. The program is aimed at youth traditionally underrepresented in postsecondary education, including youth from low-income families, and potential first generation college students. The program provides academic and counseling support to 90 youth, the intended outcome of which is to assist them to enter postsecondary education. The program includes a six-week residential summer school and Bridge Program for college-bound students. The program's services to the Tacoma, Chief Lechi and Olympia communities supports the mission of the College to provide outreach and services to students such as academic and personal counseling; support services such as tutoring, mentoring, study skills workshop. Also, specific emphasis is placed on career and college readiness.

The Upward Bound program has been funded at the Evergreen State College since 1977. The current grant is beginning its first year of a 4 year funding cycle. The program is contingent upon continued federal funding.

COMPENSATION

- Experience and training may be considered in salary placement.
- Salary is \$3849 per month of full-time work.
- A full benefits package which includes: 12 days of sick and 22 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>
- After six months of employment, employees are eligible for the statewide tuition waiver program.

(over)

PREFERRED QUALIFICATIONS

- Masters degree in Education, Social Services, Educational Administration, Student Personnel Administration, or related field.
- Two years grant management experience, including areas such as successful grant writing, effective program development and evaluation, budget management, supervisions and applied research.
- Three years professional level experience in higher education institutions, K-12, or related educational setting.
- Familiarity with current education issues including accountability measures, state standards and No Child Left Behind.

ESSENTIAL FUNCTIONS

- Develop and implement an effective Upward Bound program which demonstrates research based practice on early awareness and college readiness educational programs.
- Assess the relevant educational needs of the targeted population.
- Direct and supervise Upward Bound practitioners in providing cultural and academic/educational services and programs. Provide for a qualified and committed staff by selecting, developing, motivating, leading, and evaluating program staff. Supervise three full-time professionals (2 Academic Specialist and Program Coordinator) and five school liaisons and student tutors. Design and administer a program for staff training and development.
- Assure effective program performance through program management of an annual budget of \$ 400,561 in compliance with the grant, including planning, budget management in compliance with state and federal regulations, hiring and staff development, and documentation of program performance and evaluation of effectiveness.
- Administer the daily operations of the program in accordance with the Upward Bound grant. Interpret and implement all aspects of current US Department of Education and College regulations for program administration and operations, ensuring that internal procedures are in strict compliance.
- Write the grant and all subsequent annual performance reports and communications.
- Design and coordinate a residential summer school.
- Respond to request for reports, program information and proposals from the Department of Education, State Agencies, the college, school districts, community partners and parents.
- Assess and evaluate the range of services and program to ensure quality performance.
- Insure accountability of the project for audit purposes through record keeping, student portfolios, reconciling budgets and sound data base.
- Develop and maintain an effective working relationship with parents of target students, school districts, target schools and community.
- Negotiate the grant with the Department of Education.

ADDITIONAL DUTIES

- Maintain communications with the college administration, faculty and staff to enhance project visibility.
- Work with the staff team to recruit, select and orient eligible students.
- Coordinate the maintenance and interpretation of the data collection system as specified in the grant.
- Provide generalized academic, career counseling, personal and financial planning.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and ability to use school, parents, grant management and community based resources and organization, particularly resources and organizations responsive to low income and potential first generation college students.
- Knowledge and skill in grant management and budget management.
- Understanding of multiculturalism and ability to work effectively with people of diverse backgrounds.
- Working knowledge and ability to implement and comply with federal programs and governmental regulation.
- Extensive understanding of issues related to low income, first generation, and students of color.
- Strong interpersonal, verbal and written communication skills.
- Ability to function independently and as a collaborative team member.
- Ability to work well with others who are from different cultures, races/ethnicities, physical and learning abilities, and socio-economic backgrounds.

CONDITIONS OF EMPLOYMENT

- Must provide proof of identity and employment eligibility within three (3) days of beginning work, and may be required to submit to a background check.

APPLICATION PROCESS

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials.

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

ONE APPLICATION PACKET PER APPLICANT PLEASE

1. A letter of application addressing how your professional experience meets the **Preferred Qualifications** of the position.
2. A resume that includes a chronological work history that details your education, training and professional experience including months and years in each position.
3. Please respond in writing (limit response to no more than two pages in 12 point font) to the following question: Describe the current challenges and issues regarding preparing low income first generation students for college.
4. At least three work-related references (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, SEM I Room 4107
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Seminar I Building, Room 4107 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

EVERGREEN

REFERENCES

Name: (Print) _____

Position: DIRECTOR OF UPWARD BOUND 2008-012MAT

References: Please print or type: Name, position title, current address and telephone number.

1. _____

2. _____

3. _____

(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of Applicant

Date