PROGRAM PURPOSE

Upward Bound is a federally funded TRIO program that assists high school students from first generation and low-income backgrounds in developing the motivation and skills necessary to complete secondary school and enter postsecondary education programs. Upward Bound offers participants advising, academic support, exposure to career and educational opportunities, and a residential summer academic program on the Colorado State University campus. The target area for the program includes schools located in Larimer and Weld Counties, and the Denver community of Montbello.

MINIMUM QUALIFICATIONS (must have these qualifications to apply):

- Enrolled as a Full time student at Colorado State University
- Completed at minimum, 2 years of full time undergraduate study
- Demonstrated experience with first generation students/communities
- ELIGIBLE FOR WORK STUDY

PREFERRED QUALIFICATIONS:

- Experience planning and coordinating student training or event planning
- Ability to facilitate/support student learning and academic skills development
- Strong communication skills (speaking, writing, developing and presenting academic workshops, and/or presentations, use of computer applications)
- Valid driver’s license and reliable personal transportation
- Alumnus of the Colorado State University Upward Bound program

RESPONSIBILITIES

- Advising and Academic Support: Assist with advising, workshops, and enrichment events for students
- Administrative Support: Help Director/Assistant Director of Upward Bound with administrative tasks, included but not limited to: program evaluations, academic year copy needs, grant records and data collection, and student projects.
- Tutoring/Instruction: Support advising staff in tutoring during scholars hours at the high schools served. Serve as a Teaching Assistant for one class during the 6 week residential summer program
- College Visitation Trips/Upward Bound Universities: Assist with planning and possible supervising of annual in-state trips to visit colleges/universities as well as monthly Upward Bound University workshops.
- Teamwork: Actively support efforts of the Upward Bound and the Access Center staff teams through meetings, retreats, program planning, collaboration on activities, and participation
- Resource Development: Support maintaining a network of academic and career resources for the benefit of the program and participants
- Costa Rica Alternative Break: The Upward Bound intern will have the opportunity to participate in the 2016 trip to Costa Rica. Fundraising and programming support with this trip.
- Summer Program Leadership: Support one or more components of the summer program (e.g., Residence Hall, Activities, or Special Events)
- Transportation: Chaperone students to and from campus on the CSU charter bus twice a semester during Upward Bound Universities
HOURLY RATE & STARTING DATE:

This is a student hourly position paid through work study. The starting hourly rate is set at $10.00/hour, working 10 hours per week during the academic year. If student is available for the summer program, the number of hours and hourly rate may increase in accordance with summer program support and responsibilities. Position and salary are contingent upon funding by the U.S. Department of Education. Estimated start date: September 22, 2014

APPLICATION PROCESS:

A complete application consists of a letter of interest that addresses qualifications; resume; and the names, addresses, email addresses, and telephone numbers of three references and your relationship to the reference. Applications must be submitted electronically (in Word or PDF format) to:

Sean Jaster
Assistant Director, Upward Bound
Sean.jaster@colostate.edu
970.491.2169

Applications will be considered until position is filled, however, to ensure full consideration, complete application materials must be received by 5p.m. (MDT) October 9, 2015

If you have questions about the position, please contact the Assistant Director at: Sean.jaster@colostate.edu, or (303) 550-1026.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services. Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.