

The Access Center
College Access Unit
Upward Bound 17 Coordinator

The Upward Bound program at Colorado State University is sponsored by the U.S. Department of Education. The program is designed to help participants generate the academic skills and motivation necessary for success in post-secondary education. Participants are talented high school students who come from low-income backgrounds where neither parent has earned a bachelor's degree. These students may be at a disadvantage by reason of socio-economic circumstance or inadequate school preparation.

For six weeks, Upward Bound provides an intensive, hands-on summer program. The Upward Bound 17 program is a combined non-residential and residential program. The summer takes place both in Denver at the CSU SPUR campus and on the Colorado State University campus in Fort Collins, CO. Approximately 25 participants will receive: (1) instruction in composition, literature, world languages, mathematics, ACT/SAT Preparation and laboratory science, (2) advising in the areas of educational and career opportunities, and (3) exposure to enrichment activities designed to promote personal and social growth.

Responsibilities

The UB17 Coordinator is responsible for supervising Upward Bound students and Tutor Counselor staff, with the support of full-time staff. The primary role is to facilitate the creation of a positive campus and residence hall environment which supports Upward Bound student's academic and personal success. For this environment to develop, the coordinator must make significant connections with the student participants, hold all students accountable to the behavior guidelines, and facilitate group initiatives to build community.

Specific duties of the UB17 Coordinator include:

- Provide supervision, academic support, and programming to students in a non-residence and residence hall environment.
- Assist with the training and supervision of Tutor Counselors (TCs). Plan and facilitate weekly meetings and one-on-ones.
- Assist in monitoring the Food and Nutrition Program.
- Assist in the planning and delivery of Upward Bound related activities, projects and special events.
- Act at all times with full regard for each student's emotional and physical well-being.
- Accommodate reasonable requests for extra assistance by students, within the constraints of program guidelines and scheduling.
- Maintain professional and ethical relationships and boundaries with staff and student participants at all times, both during the entire length of the program and during any off-duty contact with students and staff. Coordinators must be especially sensitive to behavior or interaction with students that might appear to be improper and unprofessional.
- Communicate and share with program staff relevant information concerning student and program issues and seek immediate assistance from Director or other core staff member when a situation exceeds your experience or expertise, and inform such staff of any concerns regarding student participant behavior, including sickness, absences, drug use, etc.
- For the residential component: reside in assigned residence hall at all times with student participants except when absence is scheduled or approved by the Director. Enforce Upward Bound rules, guidelines and expectations such as curfew, supervised study periods, and behavior. Also enforce residence hall and university policies to ensure appropriate student participant behavior.

Conditions of Employment

NOTE: UB17 is both a non-residential and a residential program. Coordinator hired for UB17 must be available for the full 6-weeks and during all the components.

1. Must have 1 year experience working with an Access Center College Access Program or related program (pre-collegiate, Upward Bound, Educational Talent Search, Summer Bridge).
2. Must be enrolled as a college student for the 2024-2025 academic year (seniors and graduate level students are preferred for this position).
3. Must be in good academic standing with the University; a GPA of 3.00 or higher is preferred.
4. Must have experience supervising youth and staff (high school age or college preferred)
5. Should have experience working with first-generation students/communities
6. Experience in leading/facilitating small groups, workshops, meetings.
7. Must be available for daily meetings and additional staff meetings as needed.
8. Should have a Valid driver's license
9. Must be available to work during the non-residential weeks in Denver at CSU SPUR (**June 10-21 and July 8-17**)
10. Must live in the residence hall while students are in Fort Collins at CSU (**June 23-July 3**)
11. May not take classes or hold other employment during the UB Summer Program unless approved by Director of The Access Center.

Remuneration is a residential room with board while residential programming is in session, including meals during the employment period as well as all activity fees. The coordinator is expected to work a minimum of 20 hours a week with this remuneration. Additional wages may be compensated based on approval at \$18.50/hr.- \$20/hr., and not to exceed a total of 40 hours a week. Coordinators intending to hold additional summer employment positions must notify the Director first as it may impact summer wages.

Important Summer Program Dates

- **Mandatory Summer Staff Training**
All Staff: Tentatively held for June 3-5, 2024
- **Additional Training for Residence Hall Staff:**
Tentatively held for June 6-7, 2024
- **Upward Bound Summer Program**
June 10-21, 2024 (non-residential at CSU Spur Denver)
June 23-July 3, 2024 (residential at CSU Fort Collins)
July 8-17, 2024 (non-residential at CSU Spur Denver)

To Apply:

Applications and information are available at the Access Center website at <http://accesscenter.colostate.edu/about-us/open-positions/> Applications will be accepted and considered until all positions are filled. To ensure full consideration, a **complete application** and **current resume** must be submitted **online at the link above by February 14th by 11:59 pm.**

Questions specific to UB17 Residential Coordinator position can be directed to:

Susana Ruvalcaba
Susana.Ruvalcaba@colostate.edu
970-491-3586

CSU is an EO/EA/AA employer. Colorado State University conducts background checks on all final candidates, and all applicants must be 18 or older at the time of background check to be considered for a position.