

Sul Ross State University
Position Description

Official Title: Curriculum and Assessment Specialist/Upward Bound
Salary Group: Unclassified

Job Code: 3228

Summary

Function: Responsible for all academic programs provided to students in the Upward Bound program.

Scope: Develops student/tutor/mentor relationships, builds family and community support for the program, and schedules instructional as well as cultural enrichment activities.

Duties

Essential: Assists in recruitment and selection of program participants; analyzes students needs assessments and prepares Individualized Educational and Career Plans; Compile and analyze data for reports and evaluations; designs all curriculum for the academic year and summer component; recruits, hires, and supervises mentors and tutors; schedules workshops, field trips, and cultural enrichment experiences; makes onsite visits to target schools in Marfa, Sierra Blanca, Terlingua, and Van Horn; consults with high school teachers and counselors to monitor student progress; develops and maintains close relationships with parents; evaluates the academic year program and summer program.

Non-Essential:

Supervision

Received: Reports to Project Director.

Given: Supervises mentors and tutors.

Education

Required: Master's degree in education, counseling or academic area.

Preferred: Teaching certification.

Experience

Required: Experience in the use and application of assessment instruments and diagnostic tests; experience teaching and/or counseling secondary and postsecondary students; experience with low-income, first generation college students.

Preferred: Preference given to individuals who have succeeded in overcoming the disadvantages of the population of the target area.

Equipment/Skills

Required: Knowledge of collegiate academic and financial assistance procedures

Preferred:

Working Conditions

Usual: Normal office conditions. Exempt from overtime provisions.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February 2013