

**Sul Ross State University**  
**Position Description**

**Official Title:** Curriculum Coordinator for Upward Bound  
**Salary Group:** Unclassified (2)

**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, analysis of student needs assessments and preparation of Individualized Educational and Career Plans, and compilation and analysis of data for reports and evaluations. Designs curriculum for the academic year and summer component. Recruits, hires, and supervises mentors and tutors. Schedules workshops, field trips, and cultural enrichment experiences. Makes weekly onsite visits to target schools in 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 of Upward Bound.

Given: Supervises mentors and tutors.

**Education**

Required: Bachelor's degree in education, counseling, or related field.

Preferred: Teaching certification.

**Experience**

Required: Experience with low-income, first generation college students.

Preferred: Individuals who have succeeded in overcoming the disadvantages of the population of the target areas. Experience in the use and application of assessment instruments and diagnostic tests. Experience teaching and/or counseling secondary and postsecondary students.

**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: July 2022