



Position: Upward Bound Assistant Director
Department: Upward Bound

The Upward Bound Program at the University of Pikeville is seeking applications for a full-time staff position in Upward Bound. The position of Assistant Director is a full-time position dependent on continued federal grant funding.

Responsibilities:

1. Compiling participant eligibility and documentation.
2. Coordinating and planning trips and activities.
3. Monitoring confidential student records.
4. Maintain and build relationships with participating high schools.
5. Participates in advertisement for the program
6. Develop orientation and training for summer staff.
7. Work with students in a target population.
8. Knowledge of TRIO Federal Program.
9. Organize and host staff meetings and development activities.

Relationships:

Position requires daily contact with co-workers, supervisors, student workers, students, parents, faculty, staff, various campus departments, and the public in order to provide assistance, answer inquiries, schedule appointments, direct daily procedures, train for job duties, and receive/provide information.

Education/Skill Requirements:

1. Must have a bachelor's degree focusing in education, liberal arts, human services, or other appropriate discipline.
2. Knowledge of federal and state curriculum standards.

3. Must have excellent communication and organizational skills.
4. Ability to use technology effectively.
5. Must be proficient with Microsoft Office, particularly Word and Excel.
6. Must be familiar with conducting research on the Web, as well as ordering office supplies online.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b) retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.