

Upward Bound Academic Specialist (Restricted Funds)  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=248263>

Downloaded On: Dec. 26, 2024 11:24am

Posted Nov. 6, 2024, set to expire Feb. 27, 2025

<b>Job Title</b>	Upward Bound Academic Specialist (Restricted Funds)
<b>Department</b>	Counseling
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Nov. 6, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Student Affairs Administration - Counseling Services
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**Job Description**

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**Upward Bound Academic Specialist (Restricted Funds)**

**Position Number:** CM-197-2024

**Division:** Student Services

**Department:** Counseling

**FTE:** 1.00

**Term (month/year):** 12 months/year

**Annual Salary Step Range:**



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\$73,240.32 - \$93,475.20

**Initial Screening Date:** 11/21/2024

**Open Until Filled:** No

### **Position Description**

#### **Position Overview:**

#### **Definition:**

Under general supervision, provides a variety of academic support services, including advising first-generation, low-income, 9-12 grade students enrolled in La Puente High School and Ganesha High School in preparation of their academic programs by interpreting policies and procedures to promote students achievement of their educational and career goals; providing advising, academic support, exposure to career and educational opportunities and a residential summer academic program.

#### **Supervision Received and Exercised:**

Receives general supervision from assigned management personnel. Exercises no direct supervision over staff.

#### **Class Characteristics:**

This is a journey-level classification responsible for providing advisement services to 9-12 grade students regarding educational issues. Positions at this range perform the full range of duties as assigned, working independently, and exercising a high level of judgment and initiative. This class is distinguished from the Educational Advisor classification in that it provides a full range of academic advising in the community college setting to college-enrolled students whereas the Upward Bound Academic Specialist are focused on advising high school students in an effort to assist them in reaching their goal of becoming matriculated college students. This position is distinguished from the Student Services Program Specialist (I and II) in that positions in the Student Services Program Specialist classification provide a broad range of services to potential and currently enrolled Mt. San Antonio College students with the goal of assisting them in achieving success in their vocational and or academic goals.

Examples of Essential Functions(Illustrative Only):

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1. Provides pre-collegiate educational guidance and assistance to 9-12 grade students by recommending courses that meet high school graduation and a-g requirements.
2. Facilitate and implement after-school, weekend and other tutoring sessions. Conduct workshop presentations, enrichment activities, facilitate one-on-one and group sessions, and facilitate student access to academic resources in the target schools and communities.
3. Conduct quarterly needs assessments for participants and monitor individualized educational plans prior to college enrollment.
4. Develop and maintain effective relationships between the program, community, and target school personnel.
5. Assist Upward Bound Program Coordinator with activities such as Saturday Academy, After-school tutoring component, Campus tours, Fieldtrips, Cultural activities, Summer Academy and residential component, Senior Weekend Retreat
6. Maintain a caseload of students and provide advising, facilitate and implement after-school, weekend and other tutoring sessions conduct workshops presentations, enrichment activities, facilitate one-on-one and group sessions and facilitate student access to academic resources in the target schools and community.
7. Assess the needs of participants and monitor education plans for each participant prior to college admission.
8. Develop and maintain effective relationships between the program and community, and the target schools personnel.
9. Track and monitor participant activities to ensure appropriate and adequate services have been provided for the educational success of each student. Maintain confidential records of program services and update information in Blumen database system.
10. Obtain grade reports and tests scores for all project participants in order to monitor the academic progress of students.
11. Assist Upward Bound Program Coordinator with recruitment of eligible participants into the program and develop a waitlist of qualified potential participants.
12. Meet regularly with parents/guardians of participating students and design/present workshops for parent groups.
13. Assist with planning and supervising of several annual trips to visit colleges/universities and expose students to regional/national cultural, educational, and career opportunities.
14. Contribute to and actively support efforts of the Upward Bound and the TRIO staff through meetings, retreats, program planning, collaboration on activities, and participation in committees.
15. Participate in and contribute to professional development activities of the staff team, including appropriate conference and training opportunities.
16. Develop and maintain a network of academic and career resources for the benefit of the program and participants and connect students with appropriate resources based on student needs.

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17. Assume a major role in one or more components of the summer program.
18. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
19. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
21. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
22. Prepares and delivers oral presentations related to assigned areas as required.

### **Qualifications**

#### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Knowledge of District policies and procedures.
3. In depth knowledge of A-G requirements for college application purposes.
4. Department of Education legislation and regulations governing Upward Bound/ TRIO Programs.
5. Strong general knowledge of local K-12, community college and university curriculum and transfer issues, and policies and procedures.
6. Computer literacy; various software applications e.g., Microsoft Word, WordPerfect.

#### **Skills and Abilities:**

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Interviewing techniques; presentation and counseling techniques.
5. Strong problem solving skills.
6. Excellent interpersonal skills.
7. Excellent negotiating skills.
8. Excellent written and oral communication.

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9. Management and organizational skills.
10. Drive between school sites and Mt San Antonio College.

### **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to Bachelors degree from a regionally accredited college or university with major course work in education psychology, social work or a closely related field; and
2. 2-4 years directly related experience advising and working for a program focused on the retention and academic performance of low-income secondary students from diverse backgrounds.

### **Desirable Qualifications:**

1. Fluent in Spanish; Knowledge of policies and procedures of the Department of Education legislation and regulations governing TRIO programs; Experience working with an Upward Bound or similar TRIO Program; Blumen (database) experience.
2. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution ( AANAPISI); OR
3. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution ( HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

### **Licenses and Certificates:**

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

To apply, visit <https://hrjobs.mtsac.edu/postings/13257>

**Our Mission:** The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to

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providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

**Our Vision:** Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

Mt. San Antonio College

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