

Title: Academic Development Specialist
Job Category: Administrative/Professional
Department: Project Upward Bound-SIUC
College: Dean of Students

Position Summary: Project Upward Bound at Southern Illinois University Carbondale seeks applicants for full-time Academic Development Specialist positions. These are 12-month, term appointments with renewal contingent on job performance and programmatic need.

Academic Development Specialists guide and mentor students toward the completion of high school and onto post-secondary education. Academic Development Specialists take part in tutoring, recruiting, school visits, and the daily operation of Project Upward Bound. Academic Development Specialists assist students in understanding Financial Aid, College Admissions Applications, and counsel students on the college-going process. The Academic Development Specialist will report to the Director of Project Upward Bound.

Duties and Responsibilities:

- Responsible for assisting the upward Bound Staff in recruiting, tracking student academic progress, tutoring, instructing, mentoring, and advocating for Upward Bound participants at target schools.
- Provide academic and career counseling to program participants.
- Assist with the planning and implementation of educational, cultural, and social field trips.
- Manage social media accounts.
- Maintain program files and reports that adhere to federal mandates.
- Identify, recruit, and service a caseload of assigned students.
- Establish and maintain rapport with high school counselors and administrators.
- Counsel students on the college going process.
- Assist in managing program's database.
- Ensure compliance with grant and federal regulations.
- Assist Upward Bound staff with accomplishing program goals.

Minimum Qualifications:

1. Bachelor's degree in education, social work, youth development, family social science, psychology, sociology, or related field.
2. One year of professional work experience in recruiting or advising students.
3. Minimum one year TRiO experience or work relating to planning and supervising a residential or similar educational program.

Preferred Qualifications: Applicants with experience in maintaining social media accounts and 3 plus years of TRiO experience. Additional preferred qualifications include experience with budgeting, working collaboratively, and working effectively with diverse populations.

General Information: Academic development is teaching and learning process dedicated to students high school and post-secondary success. Our goal is to develop leadership, professional development, and academic skills that will propel students to post-secondary completion and beyond. For additional information about Project Upward Bound, please visit: projectupwardbound.siu.edu

Contact: Antyne Lester <mailto:askak@siu.edu> 618-453-3354

Security Sensitive: Security sensitive (subject to pre-employment criminal background investigation)

Application procedure: Visit <https://jobs.siu.edu/> to apply.

Application deadline: 04/30/2021 or until filled

SIU Carbondale, member of the SIU System, is an anti-racist community that opposes racism, discrimination and inequity in any form, and embraces diversity, inclusion, equity, and justice for all people.

SIU Carbondale is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.