

**Academic Advisor**  
**Upward Bound**  
**Full-Time; Grant Funded**

**Position Summary:**

Provides academic and career advising to high school students. Provides academic and career exploration, college preparatory, financial aid, and classroom instruction. Provides office support and participates as designated in all aspects of the Upward Bound program.

**Responsibilities:**

- Assists in Recruiting activities for Upward Bound
- Teaches courses that are part of the program curriculum
- Coordinates, designs, implements and participates in all aspects of program activities and services
- Conducts workshops and advising sessions
- Designs strategies and programs to inform and involve participants
- Documents services rendered throughout the program
- Writes Academic Year Prescriptions for each participants
- Administers and tracks pre and post program year assessments
- Manages and participates in weekend Academic Sessions
- Assists in program communication and outreach
- Provides office support and administrative back-up
- Performs other duties as assigned or needed

**Minimum Qualifications:**

- Bachelor's Degree in education or a related field
- Experience in working with youth
- Willingness to learn Program software
- Willingness to work with High school students who are Low- Income, First- Generation or in need of academic improvement
- Willingness and ability to work weekends
- Knowledge of or ability to teach academic and social development courses
- Knowledge of career advising, academic advising, college admissions, FAFSA and Scholarship financial aid processes
- Experience with computer software applications

*Position requires working some evenings and weekends.*

**To Apply:** Submit an application and resume including three (3) references with contact information to:

Human Resources Department  
University of Arkansas at Pine Bluff  
1200 N. University Drive  
Mail Slot #4942  
Pine Bluff, AR 71601

**Deadline to apply:** September 11, 2017

*"UAPB is an Equal Employment/Affirmative Action Employer, and participates in E-Verify"*