

UPWARD BOUND MATH-SCIENCE EDUCATIONAL OUTREACH COUNSELOR

Upward Bound Math-Science (UBMS) is a federally funded TRIO program that assists high school students from first generation or low-income backgrounds in developing the motivation and skills necessary to complete secondary school and enter a postsecondary degree program in science, technology, engineering or mathematics (STEM). UBMS offers participants advising, academic support, STEM career exposure, educational opportunities and a residential summer academic program at West Virginia State University.

Qualifications/Experience Required

- A bachelor's degree from an accredited institution.
- Experience working with the target population of the UBMS grant.
- Strong oral and written communication skills with a high level of competency related to the various technologies (i.e., Outlook, Word, Excel, PowerPoint, etc.) utilized in an academic setting.
- A valid driver's license.
- Employment contingent upon the completion of a background check.

Duties and Responsibilities include but are not limited to:

- Maintain a caseload of students and provide advising, workshops and enrichment events for students.
- Maintain records of program activities, student eligibility and performance.
- Recruit eligible participants into the program through various mechanisms.
- Plan and implement interactive workshops during the academic year and summer program component.
- Facilitate and implement instructional tutoring sessions including standardized test preparation.
- Assist with planning and supervising of overnight and/or multi-day trips to expose participants to cultural, educational and career opportunities.
- Participate in and contribute to professional development activities of staff including appropriate conference and training opportunities.
- 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.
- Occasional evening, weekend and overnight travel.
- All other duties as assigned by the UBMS Program Director.

Closing Date: The position will remain open until filled, but applications received by September 23, 2015, will receive full consideration.

Salary: Pay grade 16: \$28,821.00/classified-exempt

How to Apply: Send cover letter, résumé, and contact information (i.e., name, address, phone and email) for three professional references to the following address:

West Virginia State University
Upward Bound Math & Science Educational Outreach Counselor Search
Department of Human Resources – 105 Cole Complex
PO Box 1000
Institute, WV 25112-1000
hr@wvstateu.edu

West Virginia State University is an Equal Employment Opportunity/Affirmative Action Institution and does not discriminate against any person because of race, sex, color, religion, national origin or disabilities.