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## DIRECTOR OF UPWARD BOUND MATH-SCIENCE

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The Director of the Upward Bound Math-Science (UBMS) Program at West Virginia State University (WVSU) must provide leadership to one of three federally funded TRIO Programs at WVSU. The purpose of the UBMS Program is to enhance the academic skills of high school students who have an interest in pursuing a science, technology, engineering or mathematics degree.

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### Qualifications/Experience Required

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- A minimum of a bachelor's degree but a master's degree is preferred.
- Experience working with the target population of the UBMS grant.
- Experience writing grants preferred.
- Experience developing and managing budgets.
- 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.

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### Duties and Responsibilities include but are not limited to:

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- Oversee the day-to-day operations and program activities of the UBMS Program.
- Prepare and submit the annual performance report.
- Design, develop, implement, administer, supervise, evaluate and document all UBMS Program activities and services as outlined in the grant proposal.
- Recruit, hire, train and supervise UBMS staff.
- Develop administrative and academic policies that affect UBMS participants.
- Communicate with federal program analyst and respond to program requests in a timely manner.
- Develop and implement academic components during the school year and throughout the summer.
- Supervise the development and implementation of academic tutoring for UBMS participants.
- Prepare and manage the annual budget of the UBMS Program.
- Ensure that expenditures are cost effective and allowable per state and federal regulations.
- Procure non-federal resources to support project activities.
- Maintain records of UBMS participants as required by the U.S. Department of Education.
- Deliver presentations regarding the UBMS Program to various constituents.
- Develop and maintain relationships with other TRIO Programs, target schools and community agencies.
- Work closely with TRIO directors and WVSU constituents to secure resources for UBMS participants.
- Develop effective recruitment strategies to identify and select participants for the UBMS Program.
- Design and oversee an integrated approach to assessing the individual needs of UBMS participants.
- Visit schools to establish and maintain effective working relationships with school administrators.
- Occasional evening, weekend and overnight travel.

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

**Salary:** Pay grade 19: \$37,613.00/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  
Director of Upward Bound 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.**