

Upward Bound Academic Coordinator  
Embry-Riddle Aeronautical University

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Posted Apr. 1, 2019, expired Aug. 1, 2019

**Job Title** Upward Bound Academic Coordinator

**Department**

**Institution** Embry-Riddle Aeronautical University  
Prescott, Arizona

**Date Posted** Apr. 1, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Coordinator

**Academic Field(s)** Educational Services

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**Job Description**

Upward Bound Academic Coordinator - (190160)  
Description

A full-time exempt administrative assignment under the Embry-Riddle personnel policies and requires a Bachelor's Degree in Education, Administration, Counseling or a related field required, a Master's Degree is preferred with a minimum three years' experience in administrative program planning/implementation, supervision, evaluation, working with low-income, first-generation or disadvantaged students. Should have knowledge of budget related responsibilities, curriculum development, judicial process, student assessment, career development, academic advisement/guidance, and of college admissions/financial aid processes for low-income students of diverse backgrounds. This positions will require the ability to work effectively with students, parents, community organizations, and the campus community. The Account Coordinator will be responsible for

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facilitating workshops for students, parents and community members and have excellent written/oral communications skill. A proficiency in spreadsheets/financial management systems and a familiarity with the target area or similar community resources is preferred.

### Qualifications

Bachelor's Degree in Education, Administration, Counseling, or other relevant field.

Three or more years' experience in secondary education, administration, counseling, or TRIO programs.

Two or more years in staff supervision, evaluation, programmatic planning and fiscal management.

Significant experience working with Low-Income and First-Generation students. Summer residential program development preferable. Prefer individual who has succeeded in overcoming barriers similar to the target population.

Experience with Microsoft Office, including Excel, preferable.

### Contact Information

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

### Contact