



**University of Houston-Downtown
Job Description**

Job Title: Assistant Director, Upward Bound
FLSA Category: Exempt
Grade: 23
Job Code: 2360

DUTIES

Job Summary: Assists the director with supervision and administration of the Upward Bound program

Duties and Responsibilities:

- Assists with overall program administration
- Serves as liaison of the program's Volunteer Parent Support Group
- Supervises and evaluates program advisors/counselors
- Coordinates and monitors all recruitment, student selection process, student assessments, tutoring, instructional and advisement activities
- Assists program instructors in planning and designing the program curriculum

Marginal Functions: All other duties as assigned
Occasional driving or operation of University vehicle

REQUIREMENTS

Education: Baccalaureate Degree
Experience: Minimum of three (3) years
Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.