



POSITION ANNOUNCEMENT

TRIO UPWARD BOUND COORDINATOR ILLINOIS EASTERN COMMUNITY COLLEGES

DESCRIPTION:

The Upward Bound Coordinator position is responsible for coordinating academic services including tutoring and other activities designed for the educational enrichment of participants in the Upward Bound program. Other duties include assisting in the development of curriculum, forms, and handbooks; planning and chaperoning trips; college and career counseling, reporting and evaluation; and the assisting in the administration of the summer program. Must have excellent written and verbal communication skills; ability to make sound decisions in accordance with college/federal regulations, rules and departmental policies. This position will be based at Wabash Valley College, requiring travel to target high schools and additional IECC colleges. The TRIO Upward Bound programs are 100% federally funded by the Department of Education and this position is contingent upon continued grant funding.

QUALIFICATIONS:

Bachelor's degree in education, social work, psychology or related field required. Ability to communicate and work well with participants, parents/guardians and high school personnel required. This position requires a demonstrated commitment to economically disadvantaged and first-generation youth; and the ability to understand and accept varied lifestyles. Personal experience in overcoming academic and economic obstacles to success preferred.

WAGES/BENEFITS:

Based on \$37,095-\$42,659 per year, depending on education and experience. Employment is contingent upon continued grant funding. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.

APPLICATIONS:

Send letter of interest, resume, IECC applicant documents (available on the website, www.iecc.edu/employment), and official college transcript(s) to iecchr@iecc.edu

APPLICATION DEADLINE:

Applications will be reviewed as received and will be accepted until position is filled.

STARTING DATE:

September 1, 2021, pending Board of Trustees approval

Illinois Eastern Community Colleges is a multi-campus district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education

TRIO Upward Bound is 100% federally funded grant program. Illinois Eastern Community Colleges has been awarded \$939,192 in to administer TRIO Upward Bound programs.

IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

EQUAL OPPORTUNITY EMPLOYER