The Upward Bound Program is one of the U.S. Department of Education’s TRIO Programs, which provide outreach and support to help low-income, first-generation college, and disabled students progress through the academic pipeline from middle school to post-baccalaureate programs. The goal of the program is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. The Upward Bound Program Director, under the direction of the Vice President of Enrollment Management, is responsible for developing and administering the Rust College Upward Bound Program. This includes hiring, training, supervising, and evaluating project staff, fiscal management, project development and management, and liaising with the target area communities. This is a grant-funded position.

Responsibilities

- Hires, trains, supervises, and evaluates project staff
- Supervises Upward Bound Program participants
- Communicates effectively with target school personnel including guidance counselors and principals.
- Communicates effectively with persons in target communities and university personnel
- Assists with documentation of eligibility, academic need, services, activities, attendance, satisfactory progress, and test data
- Coordinates and/or conducts participant assessments to determine the extent of academic, personal, and career counseling needs
- Conducts workshops and presentations for parents/guardians, program participants, and community agencies
- Assists with recruitment of eligible program participants
- Assists with data entry and maintaining data in the database
- Compiles data for the Annual Performance Report and University reports
- Tracks and disseminates follow-up data to all former program participants
- Travel to TRIO related conferences and with program participants during each component
- Performs other duties as assigned

Qualifications

- Master’s degree in education, counseling, public/business administration, or related field from an accredited college/university.
- Excellent interpersonal skills (particularly in working with diverse student populations)
- Experience administering federal grants and federal budgets preferred.
- Strong written and oral communication skills, as well as ability to present information effectively in one-on-one and small groups.
- A working knowledge of computer and computer applications.
- Capable of interpreting and applying rules, regulations, and policies governing assigned grant
- Experience in troubleshooting difficult situations and adopting an effective course of action
- Effectively works independently with little direction

Special Information

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.
### ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college represents diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

**RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER**

The College and the Division are committed to creating and maintaining a diverse and inclusive academic community in which all members are equally and equitably respected and valued. We define diversity broadly to include, but not limited to, race, ethnicity, nationality, citizenship, religion, gender identity, sexual orientation, socioeconomic status, (dis)ability veteran status, political affiliation, or age.

### TO APPLY

Persons interested in the above position should submit a resume along with a letter of interest, unofficial transcript(s), and three references to: careers@rustcollege.edu

Angela Williams, HR Manager  
Rust College  
150 Rust Avenue  
Holly Springs, MS 38635

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