EDUCATIONAL ADVISOR

Department: Upward Bound (TRIO)
Recruitment #: S1630
Estimated Salary: $36,972 annually
Closing Date: Review of applications begins immediately. Position is open until filled.

This is a full-time, 12-month, annually renewable, unclassified position with the Upward Bound (TRIO) program at Western Oregon University (WOU) in Monmouth. Upward Bound is part of the federal educational outreach TRIO Programs for individuals from underrepresented backgrounds. Upward Bound serves high school students from low-income families, and from families in which neither parent holds a bachelor’s degree. The goal of Upward Bound is to increase the rate at which participants complete high school and enroll in and graduate from institutions of post-secondary education. Candidates from backgrounds similar to Upward Bound participants are encouraged to apply. The WOU Upward Bound Program is funded by a US Department of Education TRIO grant with additional support from WOU. This position is dependent upon continued grant funding.

QUALIFICATIONS

Required Qualifications:
• Bachelor’s degree in a related field (education, counseling, psychology or similar) from an accredited institution
• Successful experience working with high school youth, specifically economically disadvantaged, first-generation, and diverse populations
• Advanced computer skills including word processing and database management,
• Verbal and written communication, organizational skills, and the ability to manage details
• Ability to work independently and comply with federal regulations and program guidelines
• Commitment to the program mission and goals, and understanding of the barriers confronting program participants, and a commitment to providing students with assistance that will help them to succeed in the program
• Demonstrated commitment to diversity and inclusion
• Ability to establish and maintain cooperative working relationships with participants, parents, target school staff, and WOU faculty and staff

Preferred Qualifications:
• Master’s degree in related field
• Successful experience advising / counseling high school youth or coordinating service programs for high school youth in a professional role
• Knowledge of high school graduation requirements and current resources regarding college admission and financial aid processes
• Bilingual – particularly in English/Spanish

**A criminal background check, DMV check and van safety course will be required as a condition of employment.**

DUTIES AND RESPONSIBILITIES

• Coordinate programs and services for participants, including after-school tutoring sessions at target schools, college-preparation events, field trips, and workshops. Assist Director with planning and coordinating summer program classes, residential programs, and activities
• Provide group and individual academic, career, and personal advisement to program participants including monitoring education plans, and administering and interpreting assessments. Conduct conferences with students and parents to monitor progress. Help students research, apply to, and enroll in post-secondary institutions and assist with financial aid and scholarship applications
• Coordinate with target school staff and Upward Bound summer program staff to promote delivery of services to participants. Meet with target school staff and Upward Bound summer teachers concerning participant progress and needs
• Hire, train, and supervise program tutors and student office workers
• Assist in the recruitment and selection of eligible participants
• Maintain participant records, track student progress, and provide data to support the submission of annual reports and grant proposals

WORKING CONDITIONS

This position requires a valid OR drivers’ license for frequent travel to Dallas, Independence, and Salem which includes driving a 12-passenger van to transport participants to and from program activities. Requires some evening and weekend work - schedule varies dependent upon departmental needs.

TO APPLY SUBMIT THE FOLLOWING:

1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application which addresses each qualification of the position
3) Resume
4) Contact information for three references
5) Unofficial copy of transcript for highest degree earned

Send to: S1630, Educational Advisor, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EQ/Veteran/Disability employer committed to increasing the diversity of its workforce.