Lincoln University Job Description

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<th>Job title:</th>
<th>Assistant Director</th>
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<td>Department:</td>
<td>Upward Bound</td>
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<td>Reports to:</td>
<td>Director of Upward Bound</td>
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**Job Summary:**

The Assistant Director of Upward Bound assists in the supervision of Upward Bound staff and manages the daily operations of project activities.

**Qualifications:**

- Bachelor’s degree in Counseling, Psychology or Education. Master’s degree preferred.
- Minimum of two years classroom or counseling experience.
- Must have good interpersonal skills in order to communicate effectively with people from varied social, educational, and economic backgrounds.
- Must possess excellent interpersonal skills.
- Must possess excellent written and oral communication skills.
- Must be able to work without constant supervision, make decisions, and have good judgment.
- Must be computer literate – background in SPSS database development, Excel, Microsoft Work, and PowerPoint.
- Must possess bilingual skills in English and Spanish, preferred.

**Essential Duties and Responsibilities:**

- Reports to and maintains a close working relationship with the offices of Admissions, Financial Aid, Student Activities, Residence Life, etc; maintains a close working relationship with the Director.
- Assists in the coordination of the academic phase of summer and academic year components and assists in the overall operation of the summer component.
- Maintains a close working relationship with target school counselors and teachers.
- Provide direct supervision for Enrichment Center staff and activities.
- Develops and conducts activities designed to give educational thrust and/or perspective of cultural programs and its relevance to the academic and social elements of Upward Bound.
- Assists in the planning and implementation of orientation and in-service training programs and assists in selecting and training project tutors.
- Responsible for recruitment and selection of project participants.
- Arranges room assignments for all residential students and staff and accounts for all keys distributed.
- Assists in the preparation of all project evaluations, reports, and proposals.
- All other relevant duties as assigned.

**Physical Demands:**

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, and bend and reach.

**Working conditions:**

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

**Application Submission:**

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources  
Lincoln University  
1570 Baltimore Pike  
P.O. Box 179  
Lincoln University, PA 19352

Or

Email: hr@lincoln.edu

IMPORTANT NOTE: Please indicate Job Title on Subject Line when emailing.