

**JOB ANNOUNCEMENT**

**Upward Bound Education Program Specialist**

**Basic Responsibilities:** The Education Program Specialist is responsible for identifying potential student candidates for the Endeleo Upward Bound Program, receiving referrals from school partners, reviewing apps/transcripts to determine academic need for services, reviewing non-cognitive questionnaire and needs assessment for college-match programs, interviewing students, reviewing eligibility standards and providing academic counseling and college and career workshops. The incumbent must be responsible for administering Upward Bound services and/or activities.

**Requirements:** The position requires a Bachelor’s degree in education, counseling, social work, or a related field plus one (1) year experience in providing direct educational-outreach services to disadvantaged students and three (3) years’ experience working as an advisor, counselor, or instructor with middle and high school students. The incumbent must be familiar with coursework and/or training in college and career best practices for increasing retention rates, GPA’s & graduation rates of disadvantaged students. The incumbent must also have experience working on computers. TRIO experience is preferred but not required.

**Work Schedule:** The Education Program Specialist shall generally work forty (40) hours per week in accordance with the schedule personally arranged, and mutually agreed to by the Project Director.

**Working Conditions:** This position requires the Education Program Specialist to work in a clean, well-lit area. Additionally, the incumbent will be required to work in the Endeleo office and a designated Chicago Public School and must be able to travel to both locations.

**How to apply:**

**Qualified applicants submit resume to: Carole A. Jacobs by July 14, 2017**

**Email: cajacobs@trinitychicago.org**

**Fax: 773-238-6346**

**NO PHONE CALLS**

**Job Description Disclaimer:** The statements in this job description are intended to describe the essential/non-essential nature and level of work performed by the Endeleo Upward Bound staff assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities, as other duties and responsibilities may be assigned.

**Confidentiality:** Confidentiality is a condition of employment. Discretion is a condition of employment. At all times, staff members are to respect the privacy of information about others. Violation of the Code of Confidentiality can result in immediate termination of employment