**PROFESSIONAL POSITION DESCRIPTION**

**Position Title**: TRIO Advisor I, Upward Bound

**Division:** Enrollment Management and Marketing

**Department:** TRIO Programs at USM

**Location:** Primary location in Gorham at 7 College Avenue with regular travel to high school and communities served by Upward Bound at USM, including Massabesic, Sacopee Valley and Westbrook High Schools.

**Schedule:** 12 month, full-time, 40 hours per week, Monday-Friday, morning/evening/weekend hours required. Position is a soft-money appointment. During the academic year most weekdays are spent in the partner high schools; during the summer most days are spent on the Gorham Campus implementing summer residential programs; ownership of a reliable vehicle is required. Travel to other USM campuses in Portland/Gorham/Lewiston-Auburn may be required, as well as some other in-state travel as necessary.

**Reports to:** Director, TRIO Pre-College Programs at USM

**STATEMENT OF THE JOB**

The Advisor I works with the Director and other TRIO Upward Bound staff at USM to implement the program and achieve standardized program goals and objectives for the federal grant. This position provides direct service and support to students through academic, career and college planning, and monitoring student progress toward graduation from college. Specific responsibilities include the provision of guidance and mentoring to optimize the student retention and success in the program and in college. The person in this position reports to the Director of TRIO Pre-College Programs at USM.

**ESSENTIAL FUNCTIONS**

* Enter and maintain data and contact notes for caseload of UB students in compliance with funder requirements, standardized program objectives and program record keeping protocols.
* Work with the Director and other TRIO staff to develop and implement programming to meet the standardized objectives for the grant.
* Plan to Inform the USM community and southern Maine community including meetings, presentations, articles, activity calendars, events, posters, brochures, newsletters and reports designed to inform others about the program and generate referrals of students to the program.
* Identify, recruit, and select eligible students including gathering of pre-selection assessment information. Regularly meet with each student on caseload to assess their academic progress, participation in services, and progress toward identified student goals and grant outcomes.
* Partner with each student on their caseload to create, update, and check-in on individualized College Success Plan that identifies goals and targets for service delivery and student learning as well as targets for improving student persistence and progress.
* Regularly monitor student academic status and progress for all students on caseload.
* Refer students on caseload to appropriate campus and community resources.
* Identify and advocate for disability academic accommodations in partnership with the appropriate resources.
* Counsel and support TRIO alumni, as appropriate to support grant goals.
* Additional duties as reasonably assigned.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\***

* Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
* Ability to drive a University vehicle and provide proof of a valid driver’s license.
* Ability to drive colleagues, students or others and provide proof of a valid driver’s license.
* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
* Work on federally funded projects.

**SUPERVISORY RESPONSIBILITIES:** None

**BUDGET RESPONSIBILITIES:** The Advisor must have a working knowledge of TRIO program and grant budget requirements and the program’s budget context but does not have budgetary responsibilities.

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** Maintain membership and participate in TRIO professional organizations. Attend and, as appropriate, make presentations at, conferences or workshops in the field of expertise. Serve on University committees or task forces as appropriate. Participate in Professional Development Activities.

**INTERNAL AND EXTERNAL CONTACTS**

**Internal:** Works closely with other TRIO programs and other departments as appropriate for implementing all components of the Upward Bound at USM project, e.g. Undergraduate Admission; Business Office; Facilities and Maintenance; Dining Services; Transportation Services; Residential Life; Registrar and Room Scheduling, etc.

**External:** High School guidance directors, counselors, and administrative staff; students and parents/guardians; businesses and organizations in the community; TRIO Upward Bound community including MEEOA and NEOA; and other colleges’ and universities’ admissions and financial aid offices.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Understanding of the principles of high school and higher education administration.
* Ability to communicate effectively with a wide range of contacts. Sensitivity to maintaining proper balance between student and organizational needs.
* Demonstrated skill in group dynamics, able to facilitate meetings and negotiate differences.
* Ability to work independently and exercise good judgment. Sensitivity to issues related to confidentiality and ability to exercise discretion in this area.
* Ability to work independently and collaboratively in teams. Personal initiative and self-starter inclinations are important.
* Ability to learn new information quickly and easily including details of the Upward Bound at USM program, requirements of the funders, and policies, practices, and course offerings of each partner high school
* Knowledge of the capabilities of electronic data processing to accomplish the administrative objectives in an effective and efficient manner.
* Ability to work effectively and efficiently under stress.

**QUALIFICATIONS**

**Required:**

* Bachelor’s degree, preferably in education, psychology, social work, or a related field.
* Minimum of one year previous experience in adolescent level advising or equivalent.
* Demonstrated sensitivity and experience working with students and/or individuals from diverse social, economic, ethnic, academic, and cultural backgrounds similar to that of TRIO participants
* Knowledge and understanding of barriers to be overcome by TRIO Upward Bound students in order to successfully graduate from high school and pursue a college degree

**License/Certifications:**

* Valid motor vehicle driver’s license.

**Preferred:**

* Master’s degree from an accredited institution in an appropriate discipline; candidates with a baccalaureate degree who are pursuing a Master’s degree and who have the required experience in direct service may also be preferred.
* Personal experience overcoming barriers similar to those faced by TRIO students.
* Three (3) or more years related work experience.
* Experience working with low-income, first generation students, and/or individuals with disabilities
* Experience working in programs with objectives similar to TRIO Programs at USM.

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

**Date Approved:** 1/8/2010

**Date Revised:** 07/17/2013; 03/25/15, 7/5/2016, 11/02/17; 11/17/20

**Job Family:** 18

**Salary Band:** 102

**Unit:** UMPSA

**CUPA code:** 401130

**Employee:** vacant

**Position #: 00020120**