



**Office of Human Resources
Job Description**

Title: PROJECT MANAGER – UPWARD BOUND

Position Profile:

Under the direction of the Director, TRIO, the Project Manager, Upward Bound will supervise, coordinate and provide leadership for implementation of the Upward Bound grant.

Primary Duties and Responsibilities:

(Examples of key duties are interpreted as being descriptive not restrictive.)

- Provide daily supervision of the implementation, monitoring and evaluation of comprehensive services to participants including the educational and workshop components at Venice and Crenshaw Senior High schools for student-participants and their parents;
- The SMC Upward Bound Summer Component, Saturday Academy and Parent Academy;
- Supervise assigned SMC Upward Bound staff;
- Assist the Director in conducting regular staff meetings and annual staff evaluations;
- Supervise the planning, organization, and management of the daily activities of the SMC Upward Bound program.;
- Manage the grant budget;
- Monitor detailed time payroll;
- Develop and maintain a participant folder for each newly admitted participant;
- Provide monthly summary to the Director-TRIO, including the submission of completed activity reports;
- Provide leadership and oversight for implementation of SMC Upward Bound grant, with special focus to ensure federal compliance with the Upward Bound Grant Proposal's objectives and outcomes;
- Maintain current knowledge of rules, regulations and guidelines related to SMC Upward Bound Program and provide assurance of compliance with rules and regulations;
- Prepare annual and other reports as required for implementation and evaluation;
- Assist in the recruitment, selection, training and work direction of staff and faculty for the SMC Upward Bound Program and its services;
- Act as a liaison between Venice and Crenshaw high schools and Santa Monica College;

- Establish and maintain a network, particularly with high school faculty and High School administrators in other student services programs;
- Represent and communicate the program's message and successes to the community it serves;
- Participate in SMC sponsored in-serve programs, on and off campus meetings, professional meetings, and workshops as required for the success of the SMC Upward Bound Program;
- Maintain an understanding of current trends and practices pertaining to the areas of responsibility for this position;
- Participate in local, regional and state activities to promote the Santa Monica Community College District and the community college movement;
- Perform related duties as assigned.

Qualifications – Education and Experience:

Master's degree;

OR

The equivalent*, preferably in educational leadership, counseling or a related field, and one year of formal training, internship or leadership experience reasonably related to the assignment;

OR

Possession of an appropriate valid California Community College Supervisory Credential.

Qualifications – Skills, Knowledge and Abilities

- Four years of full-time professional education and/or student services work experience including development, implementation and management of a similar educational preparation program;
- AND two years of student advising experience with the ability to work effectively with low-income, first generation, and disabled students in need of academic assistance, their families, and high school and college personnel;
- Personal experience in overcoming barriers similar to those of students served by the SMC Upward Bound project;
- Evidence of, sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

**The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.*