



TRIO Upward Bound (UB) Program
University of Utah
www.trio.utah.edu

TRIO is a set of federally-funded college opportunity programs that motivate and support low-income, first-generation, and disabled students in their pursuit of higher education. The University of Utah has been awarded grants for two TRIO projects: Student Support Services (SSS) and Upward Bound (UB).

The candidate will assist TRIO Upward Bound, an educational outreach program for first-generation, and low-income high school students in the Salt Lake Valley. Upward Bound is intended to assist with high school completion and entrance into post-secondary education. The UB Program serves students enrolled at East, West, Highland and Kearns High Schools and provides academic advising, tutoring, exam preparation assistance, financial aid assistance, career exploration and an intrusive and comprehensive summer College Success Academy. This program is funded by the US Department of Education, Office of Post-secondary Education.

This is an excellent opportunity to acquire skills in a broad range of student affairs issues and topics and their application to students from low-income and first-generation backgrounds. This candidate will gain experience in the areas of: Program development and implementation based on student academic need, project objectives and current access and retention research; Student tracking based on federal requirements and project objectives; Presentation skills and techniques; and Parental involvement.

The Upward Bound Graduate assistant must be:

- Comfortable working with high school students and parents
- Skilled at prioritizing work, making good judgments about priorities, scheduling and completing assignments without direct supervision, and able to work on multiple assignments at one time. Able to follow through with responsibilities during times of high activity and competing demands for time

Graduate Assistant Duties Include:

- 1) Oversight and management of Student Individual Success Plans.
- 2) Coordinate outreach efforts with local community agencies and high schools.
- 3) Assist with creation and distribution of promotional materials.
- 4) Assist UB advisors, and coordinators with initial intake process, including eligibility and needs assessment.
- 5) Assist with presentation of workshops on admissions process, financial literacy, scholarships and other college related information to students and parents.
- 6) Assist with the development of the Parent Success component.

Essential Functions

- Recruit and assist selection of UB participants based on requirements
- Provide academic advising, counseling and tutoring to UB participants
- Alongside program coordinators, assesses needs of students and adjusts the structure of the program to address those needs
- Assists in the selection, supervision of mentor and tutor staff
- Maintain participant records and monitor academic progress of participants
- May prepare or assist with publication of project newsletters including summarizing other materials, composing short articles, typing, editing, layout, etc. in preparation for publication
- Updates brochures, forms, staff/student manuals, and other items for distribution
- Attends staff meetings
- Other responsibilities as assigned by the Upward Bound Project Director and Coordinator
Assumes other appropriate duties as assigned, takes initiative for other tasks