

## POSITION VACANCY ANNOUNCEMENT

Applications are invited for consideration for the following position:

**LOCATION:** TRIO Office, Upward Bound Program

**APPOINTMENT TITLE:** Upward Bound Academic Counselor

**SALARY RANGE:** 29,000 - 37,000

**LOCAL TITLE:** Upward Bound Academic Counselor

**IF PART-TIME, % OF TIME:** \_\_\_\_\_

**THIS POSITION IS:** ☒ EXEMPT ☐ NONEXEMPT

### DUTIES AND RESPONSIBILITIES

The Upward Bound Program at Binghamton University is seeking an Academic Counselor. This is a 12-month, grant-funded, position. Academic Year Responsibilities Include: Visiting target high schools on a weekly basis. Assist in after-school supervision during tutoring sessions. Provide individual and group counseling/advising for students. Will serve as project liaison with community agencies. Assist in the recruitment and selection of new program participants and staff for summer residential program. Conduct monthly Saturday meetings on campus. Summer Program Responsibilities Include: Assist with staff orientation; supervise evening and weekend activities - may include overnight trips. Provide transportation for students to appointments and meetings as needed. Provide staff supervision and professional/personal support. Tutor and provide academic support to students during study hours and as needed.

May be required to live on campus during summer residential program.

Position requires some evening and weekend work - hours may vary depending on program needs.

### EDUCATION AND EXPERIENCE REQUIRED

Bachelor's degree with a minimum two years full-time counseling, mentoring, and/or teaching experience in programs serving low-income/first generation youth from diverse backgrounds. Knowledge of the New York State high school graduation requirements. Knowledge of college admission and financial aid procedures; Good organizational and counseling skills. Must be proficient in the use of computer software and hardware.

### ADDITIONAL INFORMATION

Position requires extensive regional/local travel - must provide own vehicle, proof of driver's license & automobile insurance. Please include contact information for 5 professional references with your application. Submit applications to email address below.

Persons interested in the above position  
should submit a resume along with a letter of  
application to the following:



**Closing Date for receipt of applications:**  
Open until filled

**Name:** Cindy Kery  
**Department:** TRIO/Veterans Services  
**Address:** Binghamton University  
PO Box 6000  
Binghamton, NY 13902  
**Email:** ckery@binghamton.edu

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