



## Position Description

General Information	
<b>UW System Title:</b>	Pre-College Services Advising Specialist
<b>UW System Code:</b>	OE013
<b>Business Title:</b>	Advising Specialist, Upward Bound Program
<b>Supervisor's Business Title:</b>	Director, Upward Bound Program
<b>Hours/Shift/Work Schedule:</b>	7:45 – 4:30 PM M-F
Check as needed:	<input checked="" type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input checked="" type="checkbox"/> Evenings <input type="checkbox"/> On call <input checked="" type="checkbox"/> Varied hours
<b>Principal Work Location:</b>	Main Campus
<b>Department:</b>	Diversity and College/Upward Bound
<b>Supervisory Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Employee Category:</b>	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
<b>FLSA Status:</b>	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
<b>Date Created/Updated:</b>	11/28/2023
<b>Position of Trust:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(Defined as: Having property access, financial/fiduciary duties, and all executive positions)	
<b>Position of Trust with Access to Vulnerable Populations:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the <a href="#">University of Wisconsin System Criminal Background Check Policy</a> .)	

### Department Description

Upward Bound is a U.S. Department of Education TRiO funded program. The UW-Stevens Point Upward Bound Program serves eligible low-income, first-generation-to-go-to-college students in central and northern Wisconsin. The program aims to generate the skills and motivation necessary for students to enter into and complete a postsecondary education after high school.

### Position Summary

The Advising Specialist is responsible for overseeing the overall business activities of the Upward Bound Program, primarily in the areas of finance, marketing, and human resources. This position monitors the program's budget for the Program Director and assists in budget development. The Advising Specialist oversees public relations and general marketing operations of the Upward Bound Program. The Advising Specialist performs duties pertaining to summer staff recruitment and handles related human resources tasks.

In addition to the business activities, the Advising Specialist provides assistance to Upward Bound staff in arranging, organizing, and delivering college preparatory services to program participants where needed.

<b>Primary Responsibilities</b> (as a guideline, use Job Responsibilities from Job Overview section of the <a href="#">Job Library</a> and support using specifics of the position)	<b>% of Time</b>
<p><b>A. Researches, develops, and facilitates pre-college program content and materials.</b></p> <ul style="list-style-type: none"> <li>• General marketing and public relations for the Upward Bound Program including the creation and maintenance of all materials used in recruitment presentations to prospective students, parents and target high school contacts (handouts, brochures, etc.)</li> <li>• Update and maintain the Upward Bound Program website.</li> <li>• Create and update all forms, handouts and other printed materials used in the program including application materials, newsletters, policy/procedure manuals and handouts, program event flyers and notices, etc.</li> <li>• Create presentations utilized by program staff in conducting new student recruitment, student orientations, staff training, college planning and financial aid workshops for program participants and their parents/guardians.</li> <li>• Set up, monitor, and update all social media outlets utilized by the program to maintain contact with the students and families as well as in promoting the program.</li> <li>• May assist the Director with data collection for the program's grant renewal.</li> </ul>	25
<p><b>B. Assist with monitoring of Upward Bound Program Budget and Financials</b></p> <ul style="list-style-type: none"> <li>• Enter data on financial transactions for the program including those made on purchasing cards, purchase orders, work orders, payroll, account transfers, deposits, travel, and cash transactions to obtain and disburse student stipend monies.</li> <li>• Work in cooperation with the UWSP grants accountant and WISER accounting platform to maintain the budget and run a reconciliation report of program expenses for monthly review by the Program Director.</li> <li>• Assist the Program Director with developing the annual budget.</li> </ul>	20
<p><b>C. Delivers pre-college program content and materials to prospective students, target school contacts and community members.</b></p> <ul style="list-style-type: none"> <li>• Communicate and coordinate with target school contacts to recruit new students to the Upward Bound Program which includes but not limited to preparing information for schools to disseminate to prospective students.</li> <li>• Conduct recruitment presentations in classrooms, parent meetings, Open House events, etc.</li> <li>• Provide assistance to the Program Director and Academic Coordinator in interviewing prospective student participants.</li> </ul>	15

<p><b>D. Schedules, secures, and communicates logistics and resources in support of a pre-college program.</b></p> <ul style="list-style-type: none"> <li>• Assist the Program Director with staff recruitment, interviewing and hiring. Work with UWSP Human Resources to have academic year and summer staff positions created, posted, recruited, and hired.</li> <li>• In cooperation with the UWSP Student Employment and Student Payroll offices, create, set up and approve hourly student payroll positions during the summer session and academic year.</li> <li>• With assistance from the Program Director, prepare an on-boarding program for all new staff that includes all necessary orientation, background checks and training.</li> <li>• Manage the online pre-application process for prospective program participants.</li> <li>• Request and submit contracts and payments for buses, individuals, activities/events, etc. needed for Upward Bound Program events in accordance with UWSP Purchasing policies and procedures.</li> <li>• Manage departmental IT functions for software and hardware including the online learning management system Canvas, departmental website, online Tutoring services and departmental database.</li> </ul>	15
<p><b>E. Provides support in identifying appropriate fields of study, career options, or programs and refers students to appropriate resources.</b></p> <ul style="list-style-type: none"> <li>• Travel on occasion with other program staff and co-conducting workshops on college admission and financial processes, financial literacy, various college readiness topics</li> <li>• Provide assistance to program participants in their senior year of high school with completion and submission of the Free Application for Federal Student Aid (FAFSA)</li> <li>• Develop and facilitate college readiness seminars and workshops.</li> <li>• Assist the Academic Coordinator in disseminating college admission, financial aid, and ACT test preparation materials to program participants.</li> <li>• Provide chaperone assistance during program events and field trips and college visits including some evenings and weekends, when necessary.</li> </ul>	15
<p><b>F. Identifies, promotes, and maintains external partnerships to support Upward Bound</b></p> <ul style="list-style-type: none"> <li>• Serve as the USDA Summer Food Service Program representative for Upward Bound including overseeing and completing the appropriate training, monitoring, and reimbursement claims.</li> </ul>	5

<b>G. Develops and evaluates curriculum and programs and provides recommendations for improvement.</b> <ul style="list-style-type: none"> <li>• Work with other program staff to develop curriculum for college readiness courses taught during the annual 6-week summer program.</li> <li>• Create and disseminate post-event and summer program evaluations for students and summer staff to complete.</li> <li>• Collaborate with other program staff on evaluating effectiveness of program activities and events and makes recommendations for improving the delivery of program services to achieve required objectives.</li> </ul>	5
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#### **Qualifications – Knowledge, Skills, and Abilities:**

##### **Required Knowledge, Skills, and Abilities**

- Bachelor's degree in Business, Psychology, Sociology, Social Work, Education, or related field
- Working knowledge of Microsoft Office Suite Applications, particularly Excel
- Experience in creating forms, documents, newsletters, event flyers and/or brochures.
- Strong technical writing skills and oral communication skills
- Effective organizational and time-management skills
- Ability to work well both independently and as a member of a team.

##### **Preferred Knowledge, Skills, and Abilities**

- Experience in budget development and monitoring
- Experience utilizing WISER and state agency administrative operations.
- Experience in website design and maintenance.
- Ability to work with high school aged students.
- Experience working with pre-college programs targeted toward first-generation/low-income students.
- Experience in helping students with college admission and FAFSA completion.
- Experience in recruiting and hiring staff.
- Experience with the development and implementation of training programs

#### **Other – Knowledge, Skills, and Abilities:**

- ☒ Job Requires Driving a State Vehicle
- ☐ Pre-employment Physical Assessment Required
- ☐ Pre-Employment Financial Check Required
- ☐ Independent travel is a core function of the job.
- ☐
- ☐

#### **Physical Effort/Demands:**

	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equipment Operated:</b>					
<ul style="list-style-type: none"> <li>Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices.</li> </ul>					
<b>Working Environment:</b>					
The noise level in the work environment is usually quiet.					

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Name

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Date

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Employee Signature

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Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

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Date