

Upward Bound Academic Advisor The Ohio State Mansfield

Brief description of the work:

Upward Bound is an educational opportunity program of the U.S. Department of Education. It is a program designed to generate in eligible students the skills and motivation needed to succeed in college. Upward Bound provides tutoring, academic counseling and instruction, workshops, college visits, cultural experiences, and other activities to help students prepare for college.

The academic advisor assists The Ohio State Mansfield Upward Bound project in meeting objectives regarding student enrollment, assessment, academic progress, retention, and success in post-secondary education. During the academic year, the academic advisor provides individual academic and college-prep advising to 60 students in high schools in Mansfield, Madison, and Jefferson & Worthington Townships, OH. In addition to advising, academic year duties include preparing information for workshops, chaperoning field trips, data collection, evaluation, event programming, and recruiting. The position requires personal transportation for travel to the high schools and availability for evening and weekend hours.

During the summer, the academic advisor substantially contributes to and oversees the successful implementation of the program's 6-week summer program. Summer duties include teaching classes and electives, attending daily staff meetings, resolving conflicts and discipline issues, facilitating a career exploration program, helping train and oversee residential staff, and chaperoning the weekly field trips and a week-long trip.

This position is located at the Ohio State University Mansfield campus in Mansfield, Ohio

For more information on this opportunity and to apply:

https://osu.wd1.myworkdayjobs.com/en-US/OSUCareers/job/Upward-Bound-Academic-Advisor_R140625-1