

Title: Summer Office Assistant
Department/Division: Upward Bound
Date Prepared: January 16, 2018
Reports To: Upward Bound Coordinators
Classification: Part-time (Temporary)

POSITION SUMMARY

Upward Bound provides academic and enrichment activities to 250 high school students. The program offers summer residential component focused on enhancing the academic skills of the participants and provides participants with fast-paced, intensive academic coursework and other social, cultural and recreational enrichment activities. Upward Bound also offers year-round activities including college tours, and other social, cultural and recreational enrichment opportunities.

Office Assistant assists Upward Bound with implementing and supervising all activities with participants on and off campus during field trips. The Office assistant will also help Coordinators with attendance, run errands around campus and assist the Food Monitor when needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represents Seminole State College and the Upward Bound Projects in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Performs job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
- Handles confidential information with tact and discretion.
- Provides one-on-one support and encouragement to help the student develop an increased sense of confidence.
- Supervise activities and enforce program rules.
- Participate in activities when appropriate.
- Assist in activity preparation, set up, and clean up.
- Interact with students during field trips and activities.
- Monitor student behavior during activities and bus rides.
- Assist in serving snacks.
- Assists UB Coordinators throughout the day with supervision during meals, classes, and with activities planning.
- Assists with summer food service program and compliance.
- Collects hourly attendance from teachers.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Some travel may be required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong leadership qualities and have the ability to function as a team player.
- Communicates constructively and effectively.
- Possess strong organizational, time management, and human relations skills.
- Must successfully pass a criminal background check.

This position is generally 20 -25 hours a week Monday – Thursday. Hours may vary, but will begin around 9:00am each day and will usually end around 3:00pm. There may be some overnight activities. If the activity is off campus, it may not be completed until midnight. Applications are available in the Upward Bound Office, Scott Building, Room 108. Completed applications should be returned to the Upward Bound Office or mailed to the address below. Please provide a current college transcript with your completed application.

Seminole State College
ATTN: Upward Bound
P.O. Box 351
Seminole, OK 74818

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