



## **ADVISOR, UPWARD BOUND**

*This is a full-time, 12-month, exempt position that reports to the Manager of Upward Bound and is located on the JWCC campus in Quincy, IL and in district schools.*

### **JOB DESCRIPTION**

This position is responsible for providing direct required and permissible program services to TRIO Upward Bound participants in their home schools. Activities such as academic advising, financial aid application, or college and career exploration issues are delivered during the school year as well as an intense summer program. The advisor will monitor academic progress through high school and matriculation through postsecondary education to achieve Upward Bound measurable objectives.

Upward Bound is part of the TRIO grant program from the Department of Education.

### **QUALIFICATIONS**

This position requires a bachelor degree in counseling, education, social work or a related field. Preference will be given to those who represent the targeted population. Prefer 2 years of experience.

### **SALARY**

Salary begins at \$12.50 per hour.

### **BENEFITS**

JWCC offers a competitive benefits package, which includes health, dental, vision, and prescription insurance, vacation, sick days, personal days, paid holidays, tuition waivers for employee and family, and State University Retirement System.

### **APPLICATION**

To receive full consideration, submit cover letter, resume, and copies of transcripts by noon on July 31, 2015 to:

[hr@jwcc.edu](mailto:hr@jwcc.edu)

or

John Wood Community College  
Office of Human Resources  
1301 South 48<sup>th</sup> Street, Quincy, IL 62305

*Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.*