

**COLLEGE AWARENESS PROGRAM-UPWARD BOUND MATH/SCIENCE CENTER
STUDENT ASSISTANT PROGRAM COORDINATOR for MATH/SCIENCE
Fall 2009 – Spring 2010 / 20 hrs a week/ \$8,000 a year
Plus potential summer hours at hourly pay rate**

JOB DESCRIPTION: This position involves working primarily with office staff and high school students during school hours, evenings and on some weekends. This Upward Bound grant is focused in areas of math and science. Duties include:

- Provide administrative/office support for the Upward Bound department (supervised by Admin. Support Specialist)
- Help develop, prepare and implement projects and programs to increase students' college awareness and readiness specifically in the areas of math and science;
- Teach, mentor and conduct leadership building activities in small groups;
- Tutor students in various subjects primarily in areas of math and science;
- Liaison between Appalachian State University and high schools regarding requesting information, recruitment, presentations, etc.
- Database/Data Management
- Assist with Annual Reporting & Follow Up Study
- Website Management
- Other duties as assigned by supervisor

MINIMUM QUALIFICATIONS: Candidate should have prior work experience with high school students in a classroom, camp or after school setting. Candidate should have undergraduate or seeking graduate degree in the field of math or science. Prior experience in an office setting desired. Individual must be willing and able to drive 12 and/or 15 passenger van. Must be responsible, dependable, organized, self-starter and highly motivated. Must have ability to develop and maintain healthy relationships with students and staff of all ages and backgrounds. Must be organized and a good communicator. Candidate must have knowledge of Microsoft Word, PowerPoint, Excel, Access Database and graphics applications also desired.

CONTACT: Teanna Setzer, College Awareness Programs – 828-262-8016 or setzertf@appstate.edu for additional information.