JOB ANNOUNCEMENT
Center for Academic Programs

UConn College Access & Preparation (UCAP) Program

The UCAP Program provides academic preparation to high school students from selected schools in Windham and Hartford with the ultimate goal of entry to post-secondary education. The program has an academic year and a summer component.

Applicants are sought for a part-time (approximately 20 hours a week) Program Assistant Position. Job responsibilities include: assisting with the operations of the program with respect to providing administrative support and student services. Facilitating student meetings and academic workshops, planning & implementing Saturday Academic days; recruitment and monitoring students’ academic progress. Hiring, training & supervising tutors/mentors. Performing related office duties as required.

Review of applications will begin immediately and will continue until the position is filled. Minimum Qualifications/Skills: Bachelor’s degree in counseling or related field. Experience working with teenagers in a multicultural environment, community work or social agency. Excellent communication and interpersonal skills. Administrative and supervisory experience. Willingness to travel to program target high schools in Windham and Hartford and UConn campuses in Storrs and Hartford; must be willing to work flexible hours as needed.

This position has a specific end-date. Salary is based on a per hourly rate. Benefits are not included.
A Criminal Background Check (CBC) and Minor Protection Training are required.

To apply:

Submit a letter of interest, resume, and three references to:

Susana Ulloa, Director
High School Initiatives
University of Connecticut
368 Fairfield Way, U-4170
Storrs, CT 06269

or email to:
Susana.ulloa@uconn.edu

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