

Director of Upward Bound  
Old Dominion University

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Downloaded On: Aug. 6, 2025 8:14am

Posted Aug. 5, 2025, set to expire Dec. 4, 2025

**Job Title** Director of Upward Bound  
**Department** TRIO UPWARD BOUND PROGRAM  
**Institution** Old Dominion University  
Norfolk, Virginia

**Date Posted** Aug. 5, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Teaching & Learning  
Teaching & Learning

**Job Website** <https://jobs.odu.edu/postings/23791>

**Apply By Email**

**Job Description**

The Director of the TRIO Upward Bound Program at Old Dominion University provides visionary leadership and operational oversight for a federally funded college-access program that prepares first-generation, income-eligible high school students for postsecondary success. The Director ensures compliance with U.S. Department of Education regulations and university policies, manages all aspects of program implementation, and is responsible for strategic planning, staff supervision, fiscal accountability, and service delivery.

The Upward Bound Director oversees both the academic year and summer residential components, coordinating comprehensive services that include academic instruction, tutoring, mentoring, college tours, standardized test preparation, cultural enrichment, and family engagement. The Director plays a key role in institutional and community outreach and serves as a liaison between ODU, partner high schools, families, and the federal government.

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**Essential Duties and Responsibilities:**

**Program Oversight & Federal Compliance**

- Provide daily leadership, management, and administration of all Upward Bound activities.
- Ensure the program's full compliance with EDGAR, U.S. Department of Education TRIO regulations (34 CFR Part 645), and ODU policies.
- Lead the planning, implementation, and evaluation of academic year and summer residential services in accordance with the grant's approved Plan of Operation.
- Develop and implement strategic processes to meet all six federally mandated objectives.
- Maintain accurate, auditable records of program services, participant eligibility, and outcomes.
- Prepare and submit required reports, including the Annual Performance Report (APR), in a timely and accurate manner.

**Budget & Fiscal Management**

- Develop and manage the annual federal budget in partnership with the ODU Research Foundation.
- Ensure all program expenditures are allowable, allocable, and properly documented.
- Maintain transparent financial records, procurement documentation, and stipend tracking systems.
- Participate in grant renewal and competition processes and contribute to federal TRIO grant writing efforts.

**Staff Supervision & Personnel Development**

- Hire, train, supervise, and evaluate a team of classified, hourly, and instructional staff.
- Facilitate onboarding, professional development, and ongoing training aligned with federal TRIO expectations and student support best practices.
- Lead performance management and staff evaluations, ensuring alignment with program goals and federal regulations.

**Student Services & Program Delivery**

- Oversee recruitment, selection, and retention of 77 eligible participants from target high schools in Norfolk and Portsmouth.

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- Coordinate academic instruction, advising, test prep, tutoring, and summer bridge services.
- Monitor student academic progress, maintain individual work plans, and ensure delivery of career exploration and college readiness activities.
- Supervise students during all program components, including Saturday sessions and the summer residential program.
- Provide crisis intervention and support systems to address academic, personal, and behavioral challenges.

### **Institutional & Community Partnerships**

- Serve as the program's primary liaison to school counselors, principals, university stakeholders, and the U.S. Department of Education.
- Collaborate with ODU offices (e.g., Financial Aid, Admissions, SSS) and local organizations to expand support for students and families.
- Coordinate parent engagement strategies, student recognition, and ongoing communication across program stakeholders.
- Advocate for Upward Bound students and promote awareness of college access barriers.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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