

TITLE: GEAR UP Program Director
DEPARTMENT/DIVISION: GEAR UP
REPORTS TO: Sr. Director of Grants and Compliance
CLASSIFICATION: Professional
SALARY RANGE: \$45,000 - \$50,000

POSITION SUMMARY

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally funded grant program designed to provide services to students, schools, and families in support of college preparation and future post-secondary success. Seminole State College GEAR UP serves approximately 1,600 students from 12 area school districts.

The GEAR UP Program Director will be responsible for the coordination of all GEAR UP grant services. This includes managing the grant budget, overseeing the design of all services, supervising personnel and ensuring that all activities are in compliance with rules and regulations. This position will also be responsible for collecting needed data to complete required reports, which includes documenting all federally required match dollars.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College 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.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Develop and maintain positive rapport and relationships with participant school administrators and staff, parents, students, and community partners to ensure effective implementation of GEAR UP programs and services.
- Hire, train, supervise, and evaluate staff.
- Manage the budget including the match requirement while working with financial personnel of SSC to ensure that all expenditures are made in line with the Program, SSC, and federal requirements.
- Participate in annual audits as needed.
- Oversee and be responsible for Program design and development per the grant application.
- Supervise Program staff to ensure timely delivery of Program services, including performing site visits at area schools.
- Prepare and submit all reports to the Department of Education by specified deadlines.
- Ensure compliance with all federal, state and SSC regulations pertaining to the Program.
- Evaluate Program to determine compliance and effectiveness of procedures and activities.
- Conduct regularly scheduled staff meetings and meetings to address formative and summative evaluations as outlined in the Program Evaluation.
- Represent institutional goals, objectives, and decisions to Program staff clearly and accurately.
- Report to SSC Administration as required.
- Effectively communicate with Department of Education Program Officer and external evaluator.

- Manage confidential information with tact and discretion.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Some overnight out-of-state travel will be mandatory for training and other program purposes.
- Extended work hours required during summer camp.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Master's degree in education, counseling or related field required. Ph.D. or Ed.D preferred.
- Three years of experience directing a GEAR UP or similar USDE program required.
- Knowledge of federal, state and SSC grant regulations.
- Experience working with disadvantaged individuals.
- Possess strong organizational, time management, and communication skills.
- Experience administering a large budget.
- Experience evaluating program outcomes.
- Supervisory and program development experience required.
- Strong human relations and organizational skills are required.
- Strong preference given to individuals with a background similar to GEAR UP participants.

Application review will begin immediately. For best consideration, applications should be received by **Sept. 10, 2024**. To apply, please send a letter of application, resume, copies of all academic transcripts, and the name and phone number of three professional references to Human Resources. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check.

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references to:

E-Mail: hr@sscok.edu

and/or

Mail: Seminole State College

ATTN: Human Resources

P.O. Box 351

Seminole, OK 74818

*SSC is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted August 27, 2024

Revised 8/2024