

Sul Ross State University
Position Description

Official Title: GearUp Director
Salary Group: Unclassified (2)

Job Code: 1618

Summary

Function:

Scope:

Duties

Essential: Manage GEAR UP, ensuring compliance with federal and state regulations, and articulate project objectives to other project personnel, college faculty and staff, partners, and the community. Will train, supervise, and evaluate the Professional Development and Outreach Coordinators and Data Analyst/ Assistant and manage the project budget, approving all expenditures and reconciling accounts monthly; ensure that project and participant records are kept accurately and confidentially; coordinate project evaluation, ensuring that data is collected, maintained, and reported according to program regulations and college policies and that evaluation results are used to improve the project. Coordinate annual Summer Programs at SRSU, administer the award of scholarships to 2011 graduates enrolling in SRSU, and manage a caseload of 135 participants for IEP development and review. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received:

Given:

Education

Required: Master's Degree, preferably in education, guidance and counseling, or related field

Preferred:

Experience

Required: Minimum of two years experience or equivalent in education and serving disadvantaged students; Demonstrated experience in professional development, budget, electronic data systems, and project management and evaluation.

Preferred:

Equipment/Skills

Required: Understanding of the academic, personal, social, and financial needs of participants and their families; Excellent written and oral communication (bilingual Spanish/English preferred) and leadership skills.

Preferred:

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Working Conditions

Usual: Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: July, 2006