

GEAR UP OHIO POSITION DESCRIPTION

POSITION TITLE: Site Director, GEAR UP

STATUS: Exempt

STANDARD HOURS: 40 hours/week, occasional evening and weekend hours

Position Summary:

The GEAR UP Site Director is primarily responsible for oversight, direction, and support of the GEAR UP program, which is designed to help students aspire to, prepare for, enroll in, find sources to pay for, and graduate from postsecondary education.

In addition, the Site Director will ensure that all program efforts meet the needs of students and families as well as the GEAR UP grant requirements.

Essential Functions:

Program Planning and Management

- Develop a strong, productive relationship with the designated school district where GEAR UP programs and services will be primarily delivered.
- Manage the establishment of the GEAR UP program within a local community in Ohio, including the school districts, higher education and other community partners.
- Lead the GEAR UP team: provide supervision, leadership, and training to GEAR UP advisors.
- Execute high quality college access and success programming for students and families.
- Work closely with the Statewide GEAR UP Program Director and the College Now Technical Assistance team to establish strategic partnerships, advising plans, and short- and long-term goals.
- Participate in continuing education, attend seminars and conferences, and maintain professional contacts within the community to remain knowledgeable of current college access and success best practices.

Outreach and Advocacy

- Seek, recognize, and utilize opportunities to promote GEAR UP site's services through community outreach.

- Serve as a student advocate through: communication with colleges and universities; communication with parents, collaboration with schools; and communication and cooperation with outside scholarship programs.
- Formulate and manage a community outreach plan to educate the local community on college readiness, access and persistence to completion issues.

Data and Budget Management

- Work with the College Now Technical Assistance team to formulate a reporting plan for the GEAR UP Site.
- Ensure accuracy of tracked services by Advisors and adhere to strict confidentiality in student record keeping.
- Manage the budget for the GEAR UP program, including: budget planning and submission of an annual budget for approval, monitoring and overseeing expenses, and ensuring that expenditures and accountability adhere to the highest standards of fiscal integrity.

QUALIFICATIONS

Bachelor's degree in Education, Counseling, Student Personnel, Business Administration or related field. Minimum five years of experience working in the field of student support services or related area. Professional experience must include working with adolescents; GEAR UP experience preferred. Experience in non-profit work environment, marketing, program and resource development. Ability to partner with agencies and institutions of higher learning. Familiarity with the GEAR UP community is highly desirable. Experience working in a team environment with a collaborative focus. Strategic thinking and proactive decision making highly valued. Must have excellent communication, organizational and interpersonal skills, and experience in marketing educational services to targeted populations. Must also be knowledgeable of financial aid process, regulations, and compliance. Experience with academic, career planning and educational/career opportunities, and assessment tools. Evidence of skills and ability to utilize technology.

Disclaimer: "Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time."

Interested candidates should send cover letter and resume to:

Kimberly Scott, Director of Finance & Operations

employment@iknowican.org

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