

**TITLE:** GEAR UP Project Director  
**DEPARTMENT/DIVISION:** GEAR UP  
**DATE PREPARED:** June 12, 2023  
**REPORTS TO:** Vice President for Fiscal Affairs  
**CLASSIFICATION:** Professional

### **POSITION SUMMARY**

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally funded grant project 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 1,000 students from ten area school districts. The GEAR UP Project Director will be responsible for the coordination of GEAR UP grant project services and will manage the grant budget, ensure compliance with federal, state, and SSC regulations and reporting procedures, oversee project design and development and supervise personnel.

### **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 and work with financial personnel of SSC to assure that all expenditures are made in line with the Project, SSC, and federal requirements.
- Participate in annual audits as needed.
- Handle confidential information with tact and discretion.
- Oversee and be responsible for Project design and development per the grant application.
- Supervise Project staff to ensure timely delivery of Project services, including performing site visits at area high schools.
- Prepare and submit all reports to the Department of Education by specified deadlines.
- Ensure compliance with all federal regulations pertaining to the Project.
- Evaluate Project 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 Project Evaluation.
- Represent institutional goals, objectives, and decisions to Project staff clearly and accurately.
- Report to SSC Administration as required.
- Effectively communicate with Department of Education Project Program Officer and external evaluator.
- Other duties as assigned by supervisor.

## OTHER DUTIES AND RESPONSIBILITIES

- Work collaboratively, cooperatively and effectively with all GEAR UP staff.
- Overnight out-of-state training is mandatory.
- 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' experience in similar projects required.
- Knowledge of federal regulations.
- Experience working with disadvantaged individuals.
- Possess strong organizational, time management, and communication skills.
- Experience administering a large budget.
- Experience evaluating project outcomes.
- Supervisory and project 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 **July 7, 2023**. To apply, please send 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. 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](mailto: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 June 12, 2023*