

**TITLE:** GEAR UP Student/Parent Coordinator  
**DEPARTMENT/DIVISION:** GEAR UP  
**REPORTS TO:** GEAR UP Director  
**CLASSIFICATION:** Professional (Full-Time)

### **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. GEAR UP Student/Parent Coordinators will work with students, parents, counselors, administrators, partners, and volunteers to develop a positive and nurturing educational environment, ensuring that students and parents receive college awareness and access plans which include career exploration, academic advisement, guidance and assistance through the college admission and financial aid processes, college tours, and ACT/SAT preparation. Coordinators will perform duties from offices in the assigned participating schools up to four days per week during the academic year and on the campus of Seminole State College when participating schools are not in session.

### **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**

- Handle confidential information with tact and discretion.
- Maintain positive rapport and relationships with participant school staff, parents, students, and community partners to ensure effective implementation of GEAR UP programs and services.
- In cooperation with the GU team, create and develop a series of grade-appropriate workshops and activities to be used during the academic year which help to achieve the overall goals of GU.
- Conduct academic and advisement sessions in both large group and individual settings while monitoring and tracking academic and career path progress and helping to establish interventions for student success.
- Coordinate and chaperone educational and cultural field trips for assigned schools and cohorts during the academic year.
- Coordinate informational parent workshops during the academic year.
- In cooperation with the GU team, coordinate and supervise daily and evening academic and social development/recreational summer camp activities.
- Serve as a mentor, advocate, and resource for students.
- Provide academic survival tools and techniques such as time management, study skills, and tutoring opportunities.
- Maintain proper documentation of all student contact during school meetings or field trips with the ability to use data tracking software without hesitation.
- Properly maintain independent student files within each participating school.
- Assist in the collection and documentation of in-kind and match as outlined in the grant.
- 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.
- Other duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Work collaboratively, cooperatively and effectively with all GEAR UP staff.
- Assist in the overall completion of the goals and objectives of the GEAR UP grant.
- Overnight out-of-state training is mandatory.
- Frequent local travel and consistent presence within assigned participating schools.
- Extended work hours required during school sponsored parent/teacher conferences, GU sponsored parent meetings or workshops, and summer camp.
- Ability to provide services through virtual platforms when needed.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Bachelor's degree in education, counseling or related field required; Master's required within three years of hire date.
- Knowledge of Oklahoma Department of Education college-ready curriculum requirements and resources for students and counselors.
- Experience coordinating extracurricular activities with school personnel, facilitating groups, and conducting public presentations.
- Strong preference given to individuals with experience working with high need underrepresented students or those from low income, first generation and/or rural backgrounds.
- Possess strong organizational, time management, and communication skills.
- Ability to document principal duties as required for time and effort turnaround reports.
- Must be able to assemble, evaluate, and draw reasonable and logical conclusions from appropriate data, and take responsible resulting actions.
- Reliable transportation during working hours.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **July 7, 2023** are assured of receiving full consideration. 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*

Revised 6/2023