
Auburn University Job Description

Job Title: **Dir, GEAR UP ACHIEVE** Grade AA12 \$60,900 - \$109,600
Job Code: **KA57**
FLSA status: Exempt
Job Family: Academic Services & Administration
Job Function: Academic Programs

Job Summary

The successful candidate will assist and work at the direction of the Principal Investigator to plan, coordinate, deliver, and manage GEAR UP ACHIEVE services to accomplish the project's goals and objectives. Oversees the operations for GEAR UP ACHIEVE sites to include supervision of professional and administrative staff, as well as budget and grant reporting responsibilities.

Essential Functions

1. Assume leadership for the organization, administration, and provide high-level vision and direction for project implementation.
2. Serve as day-to-day point person on all the key project activities.
3. Recruit, select, train, supervise, and evaluate project staff.
4. Review programming in conjunction with the School Liaisons.
5. Serve as main point of contact for the Principal Investigators
6. Lead communication efforts with the Alabama State Department of Education Officials and grant partners.
7. Provide leadership for effective parental and community involvement.
8. Travel monthly throughout the target area for project management meetings.
9. Finalize all reports, in conjunction with the principal investigators, submitted to the US Department of Education.
10. Attend national and regional GEAR UP (and related) conferences.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Education, Education Administration, Counseling, or related field.
Experience (yrs.)	5	Experience in the coordination and/or management of a math and science program.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of higher educational policies and procedures. Ability to coordinate meetings and events considering complex scheduling issues.

Certification or Licensure Requirements

State of Alabama Teaching Certificate

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 11/10/2023
