AUBURN
Human Resources

Asst Dir, GEAR UP Business Operations

Job Description

JOB INFORMATION

Job Code	KA58
Job Description Title	Asst Dir, GEAR UP Business Operations
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/15/2023

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Reporting to the Dir, GEAR UP ACHIEVE the Asst Project Dir will assist with planning, coordinating, delivering, and managing the GEAR UP ACHIEVE services to accomplish the project goals and objectives. This position will be responsible for administering the project's day-to-day budgeting responsibilities. This position will also be responsible for working with the program evaluation personnel to ensure data is collected and analyzed in alignment with the project's stated goals.

RESPONSIBILITIES

- Responsible for monitoring and administering budget funds and regularly reporting operational expenditures to the project director and principal investigators.
- Establishes procedures that help maintain the student and administrative record system.
- Coordinates and communicates with project evaluators on data collection, analysis of data, and reporting key project metrics.
- Oversees drafting evaluations and budget reports in conjunction with the project director and the US Department of Education.
- Required to attend national and regional GEAR UP (and related) conferences.
- Communicates with school partners and grant affiliates to ensure project goals and associated data are collected in a timely fashion.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Education, Public Administration, Business, Social work or related field.	and	6 years of	Related experience, with at least 3 years of demonstrated experience managing financial statement and report preparation, research, forecasting, analysis and presentation of finanacial data. Experience managing grants and personnel in school leadership is preffered.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated ability to communicate effectively with a wide-range of constituencies at the local, state, and national level. Prior experience with budget administration and data collection on federal grants and/or projects. Prior experience working with project evaluation personnel.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Dusts		X			
Poor ventilation		X			