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## Auburn University Job Description

Job Title: **Asst Project Dir, GEAR UP ACHIEVE** Grade AA10 \$48,800 - \$83,000  
Job Code: **KA58**  
FLSA status: Exempt  
Job Family: Academic Services & Administration  
Job Function: Academic Programs

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### 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 projects 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.

### Essential Functions

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

### 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 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>
<b>Education</b>	Bachelor's Degree	Bachelor's Degree in Education, Public Administration, Business, Social Work or related field.
<b>Experience (yrs.)</b>	6	Demonstrated experience using budget software, to collect data, and to write reports. Experience managing grants and personnel, and in school leadership.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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.

#### **Certification or Licensure Requirements**

#### **Pre-Employment Screening Requirements**

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### **Physical Requirements/ADA**

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

None required.

Date: 11/15/2023

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