

**TITLE:** GEAR UP Project Assistant  
**DEPARTMENT/DIVISION:** GEAR UP  
**REPORTS TO:** GEAR UP Director  
**CLASSIFICATION:** Classified (Full-Time)  
**SALARY RANGE:** \$31,000 - \$35,000

**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 1,168 students from twelve area school districts. The Project Assistant will be responsible for maintaining the organization and operation of the GEAR UP central office while assisting other staff with multiple tasks.

#### **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**

- Manages confidential information with tact and discretion.
- Maintain data base of tutoring platform.
- Responsible for data entry of all student contacts into CoBro Compass and maintain hard copies.
- Organize, compile, and maintain required paperwork for summer camps and participant travel.
- Assist in program bulk mail outs and quarterly newsletters.
- Assist site coordinators with office needs.
- Maintain up to date roster of active GEAR UP participants from all schools.
- Assure all business machines are working properly and adequately stocked with supplies.
- Maintain office supplies such as paper, envelopes, special forms, etc. and order as needed.
- Assist in the collection and documentation of in-kind and match as outlined in the grant.
- Implement and maintain a safe, effective social media database for communications among GU staff, student participants, parents, and partner schools.
- Operate and maintain the program's website.
- Assist Director in developing consistent and positive media such as brochures, newsletters, etc.
- 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.
- Occasional out-of-state travel may be necessary.
- Extended work hours may be required.

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

- Associate degree in secretarial science or related field or two years of experience in a related field.
- Experience in data entry and the ability to create spreadsheets or word documents.
- Expertise with office equipment including computers, copy and fax machines, email, etc.
- Possess strong organizational, time management, and human relations skills.
- Excellent oral and written communications skills.

Application review will begin immediately. For best consideration, applications should be received by **Sept. 10, 2024**. To apply, please send a 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. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. 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 August 27, 2024*