

JOB TITLE: GEAR UP Program Director
DEPARTMENT/DIVISION: GEAR UP
REPORTS TO: Vice President of Finance, Grants and Enrollment
CLASSIFICATION: Full-Time, Professional
APPLICATION DEADLINE: Open until filled
COMPENSATION: \$50,000 - \$55,000 annually, based on education and experience



As the **GEAR UP Program Director** with Seminole State College, you will receive:

- Generous leave, including 5 days of personal leave, 15 days of sick leave and 25 holidays annually (which includes Spring Break and two weeks in December). Additionally, after one year of successful employment, you also be awarded 10 days of annual leave.
 - A comprehensive benefits package (including group health, dental, vision, life insurance and long-term disability) with a generous benefit allowance to offset the cost of insurance premiums.
 - A contribution of 7% of your salary to Oklahoma Teachers' Retirement System (TRS), paid for by SSC.
 - A tax-sheltered annuity where SSC contributes 3.5% of your annual salary after one year of successful employment.
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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 practices 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.
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Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally funded grant program designed to support college preparation and postsecondary success for students and families. Seminole State College GEAR UP serves approximately 1,600 students across 12 area school districts. The GEAR UP Program Director provides overall leadership and oversight of the grant, ensuring effective program implementation, fiscal accountability, compliance, and achievement of program goals.

RESPONSIBILITIES

- Oversee Program design and development in accordance with the approved grant application.
- Develop and maintain positive relationships with participating school administrators and staff, parents, students, and community partners to support effective implementation of GEAR UP programs and services.
- Hire, train, supervise, and evaluate Program staff.
- Manage the Program budget, including match requirements, in collaboration with SSC financial personnel to ensure expenditures comply with Program, SSC, and federal requirements.

- Participate in annual audits as required.
 - Supervise Program staff to ensure the timely delivery of services, including conducting site visits at participating schools.
 - Prepare and submit all reports to the Department of Education by established deadlines, including the Annual Performance Report (APR).
 - Ensure compliance with all applicable federal, state, institutional, and Program regulations and requirements.
 - Evaluate Program operations, procedures, and activities to assess compliance and effectiveness.
 - Conduct regularly scheduled staff meetings and meetings related to formative and summative evaluations as outlined in the Program Evaluation.
 - Clearly and accurately communicate institutional goals, objectives, and decisions to Program staff.
 - Provide reports and updates to SSC Administration as required.
 - Communicate effectively with U.S. Department of Education Program Officer and external evaluator.
 - Manage confidential information with tact and discretion.
 - Perform other duties as assigned by supervisor.
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KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of federal, state and SSC grant regulations.
 - Knowledge of and experience with effective practices working with disadvantaged individuals.
 - Strong organizational, time management and communication skills.
 - Ability to administer and oversee large budgets.
 - Ability to evaluate program outcomes and effectiveness.
 - Knowledge of supervisory practices and program development.
 - Strong interpersonal and human relations skills.
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PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This position works in a comfortable office setting with a computer for a large percentage of the workday.
 - Some overnight and out-of-state travel are mandatory for training and other program purposes.
 - Extended work hours are required during summer camp.
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MINIMUM QUALIFICATIONS

- Master's degree in education, counseling or related field.

Preference will be given to candidates who possess:

- Ph.D or Ed.D.
 - Three (3) years of experience directing a GEAR UP or similar USDE program.
 - Individuals with similar background to GEAR UP participants.
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APPLY NOW

Send your cover letter, resume, three (3) professional references, and copies of all academic transcripts (if applicable) to hr@sscok.edu. Applications may also be mailed to Seminole State College, Attn: Human Resources, P.O. Box 351, Seminole, OK 74818.

Please note: Applicants must be currently authorized to work in the United States on a full-time basis without sponsorship now or in the future.

Seminole State College seeks to be an institution of unparalleled excellence, regarded by both internal and external constituents as a college whose quality is second-to-none, where employees and regents make a continual effort to meet the needs and exceed the expectations of our community and our students.

*Seminole State College participates in E-Verify.
The filling of this position is contingent on available funding.*