



# THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

## JOB DESCRIPTION GEAR UP Trainer/Coordinator

**Exempt  
Position #100351**

### **ESSENTIAL FUNCTION**

Serve as one of four Trainer/Coordinators in the State Regents' state-level GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) program, a federally funded program aimed at early college awareness and preparation. In cooperation with other Regents' staff, coordinate day-to-day activities related to the early intervention component of the GEAR UP state grant, especially professional development activities and implementation/administration of school district subgrants. This position will be operationally based at a four-year or two-year higher education institution in the state. This position will require extensive work in the southeastern quadrant of Oklahoma.

### **RESPONSIBILITIES AND DUTIES**

- Coordinate all aspects of early intervention activities with eligible school districts. Early intervention activities include professional development of K-12 teachers, counselors and administrators as well as implementation of school-district level strategies for college readiness.
- Conduct/facilitate professional development activities as assigned.
- Facilitate school district access to State Regents' programs/initiatives and to GEAR UP partners, their programs and other resources.
- Conduct/facilitate college awareness events for students and parents and community organizations. Includes dissemination of public information about admission requirements, financial aid, planning/preparation for college, career awareness, and counseling resources.
- Pilot new early intervention activities designed to inform potential programmatic strategies. Pilot activities are unique and may be conducted in a variety of school and community settings.
- Assist with the development of GEAR UP partners for program sustainability.
- Assist the State Coordinator in coordinating Oklahoma's Promise scholarship activities, statewide awareness activities and development of public relations materials and events.
- Assist in coordinating activities for annual statewide GEAR UP meeting.
- Assist with federal reporting activities associated with GEAR UP grant.
- Participate in regularly scheduled meetings with GEAR UP and Regents' staff.
- Participate in professional development selected to stay abreast of research and developments in education reform efforts.
- Perform other similar duties as assigned.

Revised September 2009

## **POSITION QUALIFICATIONS**

A bachelor's degree in education or related discipline with relevant experience required. Preference will be given to candidates that possess a current Oklahoma teaching and/or administrative certificate. Must demonstrate knowledge of K-12 and higher education programs and issues. Must have ability to work independently with excellent organization, communication, and interpersonal skills. Proficiency with word processing, e-mail, presentation and spreadsheet computer software is required. Must be able to conduct Internet research.

Must provide a cellular telephone for work-related activities. Some travel required. This is a field-based position.

## **SUPERVISION**

The employee performs work under the supervision of the Senior Coordinator for Professional Development.

**Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:**

**OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.**

**Fax #: (405) 225-9230**

**E-mail: [hr@osrhe.edu](mailto:hr@osrhe.edu)**