



THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

JOB DESCRIPTION Reach Higher Administrator

**Exempt
Position #100031**

ESSENTIAL FUNCTION

Develop both short and long-term plans and administer activities related to the Oklahoma State Regents for Higher Education's (OSRHE) statewide Reach Higher initiative. Reach Higher is Oklahoma's flexible, affordable degree completion program for working adults who want to finish their college degree from a state university, college, or technical branch. Facilitate, promote and coordinate the Reach Higher initiative with participating two-year and four-year institutions and Oklahoma businesses, agencies, etc. Provide leadership and support to the Associate Vice Chancellor for Academic Affairs in the operation of Reach Higher.

RESPONSIBILITIES AND DUTIES

- Serve as a liaison between the OSRHE and Reach Higher institutions offering assistance in recruitment, information sharing, and student follow-up.
- Plan, organize and administer all aspects of professional development activities, workshops, conferences, and campus visits for Reach Higher representatives, faculty, and staff in coordination with the Reach Higher Councils.
- Facilitate and deliver presentations / displays at various venues and to varying audiences to promote the program (professional organizations, businesses, state agencies, civic organizations, religious organizations, etc.).
- Meet with companies and Chambers to promote and encourage scholarships for employees for degree completion through Reach Higher or other efforts.
- Communicate institutions' needs to the OSRHE IT support staff, including but not limited to upgrades to functionality and programs.
- Manage and coordinate the application and information function of the Reach Higher website in coordination with OSRHE IT and Communications Department.
- Monitor, update, and improve the Reach Higher website, database, and social media sites, as needed.
- Coordinate data collection received from colleges and universities, assess and compile data, and prepare reports for the OSRHE, institutional presidents, and the public, in compliance with OSRHE and institutional reporting policies (i.e. application and enrollment data, course offering schedules, status of the initiative, etc.)
- Work with the OSRHE Communications department to update and produce Reach Higher materials, website, and social media information.
- Conduct and/or disseminate research on national trends in adult education issues.
- Seek grant funding to support the initiative.
- Other similar duties as assigned.

Revised March 2011

POSITION QUALIFICATIONS

Bachelor degree required. Graduate degree with at least three (3) years of experience working with adult students preferred. Exceptional attention to detail, innovative and energetic attitude, excellent writing skills and public speaking skills are required. The successful candidate will have excellent project management skills, show evidence of demonstrated leadership and organizational development skills and demonstrate knowledge of higher education programs and issues related to working adults.

Maturity and professionalism are necessary due to interaction with campus officials, students and Oklahoma businesses. Excellent PC skills including the Microsoft Office Suite (including publishing and PowerPoint) are required. Familiarity with technology to present well to multiple audiences preferred. Extensive in-state travel and some out-of-state travel required. Must have a valid driver's license. Must provide a cellular telephone and service for work-related activities. This position is based at OSRHE in Oklahoma City.

SUPERVISION

The employee performs work under the supervision of the Associate Vice Chancellor for Academic Affairs.

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

**Oklahoma State Regents for Higher Education
Human Resources
Post Office Box 108850
Oklahoma City, Oklahoma 73101-8850
(405) 225-9230 (fax)
hr@osrhe.edu (e-mail)**