

## **Sul Ross State University Position Description**

**Official Title:** Project Assessment Manager – Gear UP **Salary Group:** Classified (13) **Job Code:** 3219

### **Summary**

Function: Responsible for the Project assessment.

Scope:

### **Duties**

Essential: Compile and analyze data for reports and evaluations; Responsible for the Presidio & Terlingua students; Responsible for the Match Reports; Meet individually and in groups with participants regularly to provide academic advisement, information, and assistance related to successful school completion and postsecondary entry/re-entry and graduation; Aid students in acad. & career exploration, goal setting, planning, & follow through and monitor progress; Provide workshops for participants and parents; Maintain accurate up-to-date student records, student academic records, documentation of contacts, exit information, follow-up information, etc; Conduct and document regular weekly tutor and mentor training meetings; Plan and coordinate college visitations, cultural activities, workshops, and events for students, teachers, parents and the community; Provide participants' families training and support; coordinate opportunities for mentoring and participation in GU events; Prepare/submit reports as requested by the PD; Coordinate activities for GU PTO, Advisory Board, and community partners in Presidio and Terlingua; Attend GU and other trainings/meetings as appropriate; Maintain a pleasant, professional, and welcoming demeanor and an office atmosphere conducive to meeting the needs of disadvantaged students; Front line personnel for public; Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

### **Supervision**

Received:

Given: Supervise and coordinate tutors and mentors at the assigned target schools.

### **Education**

Required: Bachelor's in counseling, education or related field and two years experience working with low income and/or academically disadvantaged, minority individuals

Preferred: Master's degree in counseling/ assessment/related field

### **Experience**

Required: Strong communication and organizational skills; Philosophical commitment to promoting academic achievement for underrepresented populations; Freedom from racial/ethnic/ sexual orientation biases; Ability to maintain flexible schedule, including evening and weekend work; Assessment experience.

Preferred: Background in counseling, career development, finan. aid, and academic advising; Background similar to that of the participants; Teaching experience

### **Equipment/Skills**

Required: Computer, web, and social networking skills

Preferred: Bilingual in Spanish and English

**Working Conditions**

Usual: Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: October, 2011