

Sul Ross State University
Position Description

Official Title: Assistant Project Director – Gear Up **Salary Group:** Classified (13) **Job Code:** 3213

Summary

Function:

Scope:

Duties

Essential: Assist all outreach coordinators service delivery for participants and faculty development. Responsible for coordinating partner school faculty development in alternative instructional methods and diversity and developing the tutoring program including tutor training; work with Outreach Coordinators to closely define development needs at each partner school and deliver or schedule SRSU faculty and staff delivery of workshops to meet those needs; maintain links from the Project ReACH website to internet-based resources for faculty development and publicize those resources to partner schools; maintain faculty development records and assist in project evaluation; Other duties as assigned; Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Position is Security Sensitive.

Non-Essential:

Supervision

Received:

Given:

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/related field

Experience

Required: Strong communication and organizational skills; Philosophical commitment to promoting academic achievement for under-represent students; 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, financial 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: 2/2011