

# **Sul Ross State University**

## **Position Description**

**Official Title:** Outreach Coordinator Gear Up

**Salary Group:** Classified (11)

**Job Code:** 3214

### **Summary**

**Function:** Responsible in coordinating of GEAR UP activities for involvement with the Community.

**Scope:**

### **Duties**

**Essential:** Responsible for Del Rio Middle & HS participants; 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; Assist students with acad. and career exploration, goal setting, planning, & follow through; Monitor progress; Provide workshops for participants; Maintain accurate up-to-date student records, student academic records, follow-up info., etc; Prepare and maintain time and effort forms, etc; 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; Attend GU and other trainings/meetings as needed; Maintain a pleasant, professional, and welcoming demeanor and an office atmosphere conducive to meeting the needs of disadvantaged students; All three Del Rio Outreach Coordinators will directly serve GU students; additionally, each will have other outreach duties in Del Rio: Coordinate activities for GU PTO, community partners' coordinator, and data collection coordinator; Front line personnel for public in Del Rio; 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.

**Non-Essential:** Duties unique to the particular department and other duties as assigned.

### **Supervision**

**Received:** General instructions and work periodically reviewed by department head.

**Given:** Supervise and coordinate tutors and mentors at the assigned target schools. Conduct and document regular weekly tutor & mentor training meetings.

### **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 low- income and/or first generation populations; Freedom from racial/ethnic/sexual orientation biases; Ability to maintain flexible schedule, including evening and weekend work;

**Preferred:** Assessment experience; 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.

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

Date revised: October, 2011