ANNOUNCES AN OPENING IN STUDENT AFFAIRS & MARKETING

STUDENT ENGAGEMENT

POSITION: COLLEGE LIAISON/GEAR UP COACH (TEMPORARY, STF)

DESCRIPTION OF DUTIES: Responsible for collaborating with the Oklahoma State Regents for Higher Education to promote early student awareness and readiness for college and assist the identified GEAR UP 24 Local Education Agencies (LEA’s) 7th – 12th grade students in matriculation to Rose State College. The local targeted school districts are: Harrah, Little Axe, Luther, McLoud and Tecumseh. Represent GEAR UP at high schools, community colleges, events and public functions to encourage enrollment of students at the specified community college. Work as part of the student services team in each LEA to develop and carry out a plan for preparing students for success in college. Serve as part of the LEA GEAR UP advisory/evaluation team. Actively seek to build relationships with schools, students’ parents and communities to promote higher education and build support for student success. Schedule and pre-plan GEAR UP High School College Day visits on Campus. Conduct Campus tours and conferences with students and parents. Evaluate high school transcript and assist students with specified college admission, financial aid, student support and academic processes. Develop and maintain a tracking system for GEAR UP schools’ graduating seniors. Develop intervention strategies to assist students with college success and completion. Work with instructors, college registrars, and targeted students to provide support, identify at-risk students, and help students with degree completion activities. Work with parents, High School counselors and administrators to provide information regarding specific college requirements, financial planning, scholarships and student support services. Collaborate with community college faculty advisors to identify academic options, choose academic strategies and help with student enrollment. Act as a resource for academic information, financial aid information and decision-making strategies once the student arrives on the campus. Assist the College in tracking and understanding the perspective of GEAR UP students and work with specified College registrars to implement degree completion activities. Regular attendance is an essential function of this position. This position is subject to random drug testing as set forth in the College’s Policies and Procedures Manual.

MINIMUM QUALS: Associate’s Degree in related field. Two (2) or more years of experience working directly with High School and/or College students. Experience working with High School and/or College students. Must have clear understanding of the needs of GEAR UP qualified students. Knowledge of College services including, but not limited to: financial aid, degree completion activities and academic support programs. Demonstrated ability to use independent judgment. Excellent oral/written communication, interpersonal, leadership and organizational skills. Demonstrated ability to effectively deliver presentations to small and large groups. Willingness to travel. Light lifting up to 10 lbs and light carrying up to 10 lbs required. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

DESIRED QUALS: Bachelor’s Degree. Three years of experience working directly with High School and/or College students. Familiarity with GEAR UP grant program, knowledge of community college requirements, programs and degrees.

SALARY: $34,375 - $35,975

APPLICATION DEADLINE: DECEMBER 22, 2015

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required. Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON DECEMBER 9, 2015)

Must be eligible to work in the United States

An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/

HUMAN RESOURCES/AAO (405) 733-7979
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