



**Cincinnati Youth Collaborative (CYC)**  
Corporate Office: 301 Oak Street, Cincinnati, Ohio 45219

## **Job Description**

**Position Title:** College and Career Administrative Assistant (Part-Time – 20 hours a week-3 days a week)

**Reports to:** Site Director, GEAR UP Ohio at Norwood

**Background/Position Summary:** GEAR UP is a seven year federally funded program to improve college and career readiness currently entering into its fourth school year. GEAR UP's goals are to increase academic performance, increase the rates of high school graduation and enrollment in post-secondary education, and increase students' and families' knowledge of post-secondary options, preparation, and financing. Our grant serves Norwood students in grades 7-12<sup>th</sup>. The three grant partners are: Norwood City Schools, Ohio Dept. of Higher Education and Cincinnati Youth Collaborative.

### **Essential Job Functions, Duties & Responsibilities:**

1. Facilitate Math & English ACT Prep online and in small groups
2. Actively manage GEAR UP Norwood's social media platforms
  - a. Regularly update accounts regarding GEAR UP events, college exploration information, relevant new articles, etc.
  - b. Timely respond to comments and questions posed on social media
3. Facilitate College Exploration
  - a. Organize group college visits for students, including bus transportation
  - b. Aid in counseling students on college exploration and the admissions process
4. Facilitate Career Development
  - a. Organize Lunch and Learn opportunities for students
5. Input and maintain accurate, up to date data regarding student and parent interactions and involvement
6. Assist in organizing and preparing for GEAR UP Norwood events and programs

### **Qualifications:**

Bachelor's degree required. Background in math, education and/or counseling preferred.

### **Knowledge, Skills & Abilities:**

Student focused, competent in technology (Social media and Microsoft Office Suite), strong verbal and written communication skills, team player and strong initiative. Knowledge of Naviance software preferred, however training will be offered.

**To Apply:** Qualified interested candidates may apply in confidence by submitting cover letter, resume, and salary range, as well as completion of the online application (<http://www.cycyouth.org/employment-opportunities/>) to:

Janet Ziegler  
Human Resources  
[hr@cycyouth.org](mailto:hr@cycyouth.org)

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