



**Cincinnati Youth Collaborative
GEAR UP Site Manager – North College Hill**

Position Title: GEAR UP Site Manager, North College Hill

Background: The GEAR UP Site Manager is primarily responsible for oversight, direction, and support of the GEAR UP program, which is designed to help students aspire to, prepare for, enroll in, find sources to pay for, and graduate from postsecondary education.

In addition, the Site Manager will ensure that all program efforts meet the needs of students and families as well as the GEAR UP grant requirements.

Reports to: College Access Administrator

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Specific Duties:

Program Planning and Management

- Develop a strong, productive relationship with the designated school district where GEAR UP programs and services will be primarily delivered.
- Manage the establishment of the GEAR UP program within a local community in Ohio, including the school districts, higher education and other community partners.
- Lead the GEAR UP team: provide supervision, leadership, and training to GEAR UP advisors.
- Execute high quality college access and success programming for students and families.
- Work closely with the Statewide GEAR UP Program Manager and the College Now Technical Assistance team to establish strategic partnerships, advising plans, and short- and long-term goals.
- Participate in continuing education, attend seminars and conferences, and maintain professional contacts within the community to remain knowledgeable of current college access and success best practices.

Outreach and Advocacy

- Seek, recognize, and utilize opportunities to promote GEAR UP site's services through community outreach.
- Serve as a student advocate through: communication with colleges and universities; communication with parents, collaboration with schools; and communication and cooperation with outside scholarship programs.
- Formulate and manage a community outreach plan to educate the local community on college readiness, access and persistence to completion issues.

Data and Budget Management

- Work with the College Now Technical Assistance team to formulate a reporting plan for the GEAR UP Site.
- Ensure accuracy of tracked services by Advisors and adhere to strict confidentiality in student record keeping.
- Manage the budget for the GEAR UP program, including: budget planning and submission of an annual budget for approval, monitoring and overseeing expenses, and ensuring that expenditures and accountability adhere to the highest standards of fiscal integrity.

Knowledge, Skills and Experience:

- Bachelor's degree in Education, Counseling, Student Personnel, Business Administration or related field.
- Minimum five years of experience working in the field of student support services or related area.
- Professional experience must include working with adolescents; GEAR UP experience preferred.
- Experience in non-profit work environment, marketing, program and resource development.
- Familiarity with the GEAR UP community is highly desirable.

Core Competencies:

- Ability to partner with agencies and institutions of higher learning.
- Experience working in a team environment with a collaborative focus.
- Strategic thinking and proactive decision making are highly valued.
- Excellent communication, organizational and interpersonal skills
- Experience in marketing educational services to targeted populations.
- Knowledgeable of financial aid process, regulations, and compliance.
- Experience with academic, career planning and educational/career opportunities, and assessment tools.
- Evidence of skills and ability to utilize technology.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job. The employee is:

- Able to sit, stand, walk, climb, stoop, kneel or balance with body motor skills sufficient to enable incumbent to move around the environment.
- Digital dexterity and hand/eye coordination in performance of tasks.
- Able to speak and hear.
- Able to lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.

- Able to use hands to finger, handle or feel, and reach with hands and arms.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to compare, decide, problem solve, analyze, instruct and interpret.

Starting Salary:

\$50,000-\$57,000

Email Resume for Consideration:

HR@cycyouth.org