

THE RESEARCH FOUNDATION OF THE  
STATE UNIVERSITY OF NEW YORK AT BINGHAMTON

**Announcement of Professional Vacancy**

Applications are invited for consideration to the following position:

**Appointment Title:** Project Staff Associate      **Department/Location:** SOE/GEAR UP  
**Local Title:** GEAR UP Student Assistance Coordinator      **Duration:** Full-time 12 month position  
**Research Foundation Account Number:** 1050091/37254      **Salary:** \$32,000

**Overview of GEAR UP**

GEAR UP is a federally funded program that seeks to improve family and student awareness about college and improve students' academic readiness for higher education. The local project emphasizes tutoring, mentoring, after school activities and programs, college trips, and college and financial aid information. The local project works with 8 & 9th graders in the Binghamton City School District. It is a multi-year project.

The federal GEAR UP web site is <http://www.ed.gov/gearup> Click on the About link. The two articles that are immediately useful for an overview are: "Helping Low-Income Students Prepare to Succeed in College" and "Why GEAR UP is Important for America's Young People."

**The Positions**

One full-time 12-month position coordinating GEAR UP project activities, supervising university mentors and tutors, and working with students, staff, and teachers at Binghamton High School. Responsible for scheduling, data collection, and running field trips to universities and area events. 37.5 hours weekly, with some weekend, after-school, and evening hours. Bachelor's degree required. Master's in education or social work strongly preferred. Several years experience working in schools and with low-income youth and diverse populations desired. Excellent organizational, written, verbal, and interpersonal skills required; computer experience important. Salary \$32,000. Send letter of application describing relevant experience and skills, résumé, and contact information for 3 references to GEAR UP, Binghamton University, Binghamton, NY, 13902-6000. Application deadline is August 17, 2007.

Research Foundation SUNY, an equal opportunity, affirmative action employer.

**Additional information**

This position will involve working at the 9<sup>th</sup> grade level. Important to have a sense of humor, be good at working with others, and have the ability to multi-task.

Must be willing to put in long hours. Working schedule is both routine as well as variable, with extra hours certain weekends, after-school, and evenings. Position begins immediately.

**Duties include:**

- Work closely with the GEAR UP director, the student assistance coordinators at East and West Middle Schools, and other GEAR UP service providers.
- Work closely with students, teachers, and staff at Binghamton High School.
- Schedule and supervise university mentors and tutors at the High School.
- Provide personal support to the students.
- Explain program goals and activities to teachers in the high school.
- Interview all new students individually to learn about background, interests, and needs, particularly whether they would like a mentor or tutor.
- Help organize and implement program activities in the public school environment including mentoring, tutoring, after school activities, college visits, and parent outreach and information.
- Organize field trips and supervise students.
- Work with parents and guardians and secure permission slips for students' participation in activities.
- Manage building-level data collection and assessment for the project including individual development plans for students involved in GEAR UP.
- Do requisite data entry for project evaluation and annual performance reporting.
- Provide individual support for academic success of GEAR UP participants.
- Work with parents and teachers to facilitate student success.
- Serve as the contact between the program director and building level GEAR UP participants, school faculty, and staff.
- Attend and participate in regular staff meetings.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin,  
Disability or Marital Status, in Accordance with Federal and State Law.  
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