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
Local Title: GEAR UP Student Assistance Coordinator
Research Foundation Account Number: 1006203/015564

Department/Location: SEHD/GEAR UP
Duration: Full-time 12 month position
Salary: Up to $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 6 & 7th graders in the Binghamton City middle schools. 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 East Middle 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 up to $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 until filled.

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

Additional information

This position will involve working at the 6th & 7th 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.

Positions begin immediately, but post-August employment is contingent on an employee’s successful performance and the annual renewal and refunding of the grant.