



## **GEARUP College Access Specialist**

### **Job Description**

#### **Objective**

The Cincinnati Youth Collaborative GEARUP College Access Specialist's primary objective is to significantly increase the enrollment rate for GEARUP students in post-secondary educational institutions.

#### **Responsibilities and Duties**

1. Identify and serve eligible GEARUP students at assigned school sites.
2. Design and implement a comprehensive plan with identified strategies and timelines that are grade-level specific to increase the number of GEARUP students planning and preparing to attend college and other post-secondary educational institutions and to increase the number of GEARUP high school graduates who enroll in college and other post-secondary educational institutions directly from high school.
3. Ensure that the approved comprehensive GEARUP college awareness and access plan includes – but is not limited to – the following components: career exploration and advising, college exploration and advising, college tours (local, regional, and national), ACT/SAT preparation and participation, the college application/admission process, and financial aid/assistance (including scholarships).
4. Coordinate GEARUP's college awareness and access program/services with district, local school, and other college access programs/services and with district, school-based, and other personnel.
5. Coordinate implementation of GEARUP's college awareness and access program with school-based GEARUP staff.
6. Develop daily, weekly, monthly, and quarterly work schedules based upon established priorities that maximize services to GEARUP students (by addressing the greatest needs of the greatest number of students).
7. Work with school-based staff and other service providers to ensure that each school site has a College Resource Center with materials, personnel, technology, and other resources available/accessible to GEARUP students.
8. Design and implement a variety instructional activities, materials, and strategies related to college awareness and access for use with individual students, small groups, classes, and large groups in assembly, classroom, conference, seminar, summer program, workshop, and other appropriate settings.
9. Provide GEARUP students with assistance in the areas of academic achievement, school success (attendance, behavior, personal, and social issues), and life-skills (e.g., organization skills, time management, individual and social responsibility, and work ethic) that impact school performance and college access, readiness, enrollment, and success.

10. Deliver a wide range of direct parent activities and services including - but not limited to – in-service, training, and workshop sessions related to college awareness and access topics, e.g., college applications/admissions, financial aid, and career/college/life choices.
11. Design and implement programs and strategies that help to encourage student participation in GEARUP and other academic remediation/enrichment programs.
12. Contact and communicate directly with parents/guardians on a regular basis to ensure parent awareness of and involvement in their child’s school performance and to secure parent support of student participation in GEARUP, school, and other activities.
13. Work closely with school-based GEARUP staff to facilitate and improve home-school communication.
14. Promote, support, and encourage both parent and student participation in appropriate GEARUP activities and services.
15. Function as a GEARUP team member by working collaboratively, cooperatively, and effectively with GEARUP Academic Specialists, other College Access Specialists, Dropout Prevention Specialists, the Parent Involvement Specialist, and other GEARUP staff.
16. Maintain accurate data, records, and files to document all college awareness and access activities conducted and services provided.
17. Maintain accurate data, records, and files to track the activities, achievement, participation, progress, and status of individual GEARUP students.
18. Report daily in the designated database/data collection system all activities conduct and services delivered to/for GEARUP parent/guardians, students, staff, and educators.
19. Submit accurate, complete, and timely data and performance reports on a weekly, quarterly, semester, and/or annual basis as required.
20. Perform other duties related to GEARUP Program Targets/Benchmarks and Strategies as assigned.

### **Qualifications**

1. Bachelor’s Degree (required) and Master’s Degree (preferred) in school counseling, education, or a related field.
2. Minimum of three (3) three years experience working in the field of college awareness/access and/or a related field preferred.
3. Minimum of one (1) year experience working in a school-based or a college/university setting, urban public school experience recommended, Cincinnati Public School experience preferred.
4. Experience working with at-risk urban minority youth in grades 5-12 strongly recommended and preferred.
5. Experience providing instruction in a public school classroom setting recommended, an urban public school classroom setting preferred.

### **Other Qualifications**

The successful candidate will demonstrate possession of the following:

1. Strong technology skills.
2. Knowledge about Cincinnati, Cincinnati Public Schools, and the target population.
3. Strong written and oral communication skills, including public speaking skills and listening skills.
4. Strong interpersonal and human relations skills.

5. Ability to develop positive working relationships with, build rapport with, and motivate both co-workers and clients.
6. Cultural competency; appreciation, embracing, and valuing of diversity.
7. Strong problem-solving, critical-thinking, and independent decision-making skills
8. Ability to function as a team player and to work collaboratively and cooperatively in a shared-decision-making environment.
9. Capability to function as an independent, self-motivated, and self-reliant self-starter who initiates appropriate actions and strategies and can work successfully without constant direction and close supervision.
10. Ability to function effectively in hectic and fast-paced work environments through prioritization of multiple, and sometimes conflicting, demands in order to meet established deadlines.
11. Ability to travel to multiple school sites and other work locations.