ANTICIPATED JOB VACANCY
Statewide

Issue Date: February 3, 2020  Closing Date: February 26, 2020
Title: GEAR UP Project Specialist  Range: X98 (unclassified)
Reference #: OSHE-2020-004  Position #: 959024
No. Vacancies: 1 (one)  Salary: $50,000-$60,000

DURATION – Federal Grant Program - Maximum of 7 years

OVERVIEW
The New Jersey GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) State Project, administered by the Office of the Secretary of Higher Education (OSHE) in Trenton NJ, is a seven-year, federally-funded grant program aimed at helping low-income, underserved students in Atlantic City, Camden, Jersey City, Newark, Paterson, Pleasantville, and Penns Grove-Carney’s Point prepare for college.

The Office of the Secretary of Higher Education seeks an experienced education professional who can serve as the Project Specialist of the NJ GEAR UP State Project. The Project Specialist will support the planning and implementation of statewide activities and initiatives while providing support to the day-to-day operations of the NJ GEAR UP State Project. The ideal candidate will have a minimum of three years of experience with precollege or similar programs and will enjoy having responsibility for a wide range of activities, such as event planning, activity assessment, and developing relationships with programs. In-state travel is required to program sites and conferences.

RESPONSIBILITIES
The NJ GEAR UP Project Specialist will work with the State Director and other staff to:

- Coordinate with program sites to track enrollment of GEAR UP first-year students at in-state and out-of-state colleges and universities
- Monitor and review program sites' progress in providing and documenting services, including services provided by programs, such as Educational Opportunity Fund (EOF) and student support services
- Plan, coordinate, and facilitate trainings and workshops for first-year counselors
- Assist with coordinating initiatives with program sites and the state office
- Evaluate the statewide First-Year component and assess the effectiveness of support services, including the level provided by program sites and other service providers
- Plan, coordinate and facilitate regional and state professional development for mentors
• Provide support to program counseling and mentoring staff, including at statewide events and meetings
• Monitor the statewide mentoring component and assess program sites' ability to meet the mentoring objectives
• Develop summary reports on program progress for various audiences
• Assist with the management of the state project’s website and social media presence via Facebook and Twitter
• Conduct campus visits
• Prepare and present workshops to campus staff and at conferences

QUALIFICATIONS
• Experience in delivering professional development content to counselors and mentors.
• Demonstration of experience with public awareness campaigns and using social media.
• Experience with planning and implementation of program initiatives for successful student support delivery.
• Expertise in leading and guiding campus program staff on meeting project objectives.
• Experience with instruction and training of employees and program staff in the performance of their duties.
• Knowledge of the educational, social, and cultural needs of the underserved and low-income students.
• Experience with collection, compilation and dissemination of program evaluation data.
• Proficiency with MS Word, Excel and Access databases; working knowledge of presentation software.
• Competence in preparation and direction of the development of correspondence and summary reports.
• Experience in the development and implementation of multiple projects simultaneously to meet deadlines.
• Strong interpersonal skills and the ability to relate to diverse audiences.
• Ability to communicate effectively with individuals in both written and oral language.

REQUIREMENTS
Education: Graduation from an accredited college or university with a minimum of a Bachelor’s degree.

Experience: A minimum of four years of administrative experience in coordinating programs for students from diverse backgrounds.

RESIDENCY: In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new employees are required to obtain New Jersey Residency within one (1) year of employment.

Interested applicants that meet the requirements listed above should send a cover letter and resume to:

humanresources@oshe.nj.gov
or
Office of the Secretary of Higher Education
Attn: Donna Fletcher-Lugo
Director of Executive Services
1 John Fitch Plaza, PO Box 542
Trenton, NJ 08625

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