

Assistant Director (GEAR UP Achieve)
Auburn University

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Posted Mar. 27, 2024, set to expire Oct. 31, 2024

Job Title	Assistant Director (GEAR UP Achieve)
Department	Truman Pierce Institute
Institution	Auburn University Auburn, Alabama
Date Posted	Mar. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs
Job Website	https://www.auemployment.com/postings/44328

Apply By Email

Job Description

Auburn University is excited to begin the search for an **Assistant Director** to join the **GEAR UP Achieve** interdisciplinary team. Funded by an historic grant from the U.S. Department of Education's Office of Postsecondary Education, GEAR UP Achieve will provide academic and postsecondary education support for a cohort of thousands of seventh-grade students across seven regions of the state beginning in the 2023-24 school year.

GEAR UP Achieve will advance Auburn's mission to change lives! Auburn University was chartered in 1856 and maintains a strong land-grant mission today. We are ranked by U.S. News and World Report as a premier public institution and are dedicated to shaping the future of the people of Alabama, the nation, and the world through forward-thinking education, life-enhancing research, innovative scholarship, and selfless service. Auburn is nationally recognized for its commitment to academic excellence, community outreach, a positive work environment, student engagement, and a thriving community.

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The **GEAR UP Achieve Assistant Director** will report to the Director and work with an innovative team, committed to having an impact on the next generation of students and families. This position will be integral to helping students have greater access to higher education and the preparation they need to thrive once they are in college.

Specifically, the **Assistant Director** will be responsible for facilitating day to day operating responsibilities focusing on budget management, forecasting, and reporting; responsible for facilitating the records keeping system for tracking grant outcomes that will lead to successfully reporting grant outcomes; and responsible for communicating with school partners and grant affiliates ensuring that project goals and associated data are collected in a timely fashion.

Our Commitment: Auburn University is committed to a diverse and inclusive campus environment. Visit www.auburn.edu/inclusion to learn more about our commitment to expanding equity and inclusion for all.

This is a limited term appointment. Continuation of employment after 09/30/2030 is contingent upon availability of funds.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact