

Assistant Director, GEAR UP Business Operations
Auburn University

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Posted Aug. 9, 2024, set to expire Dec. 22, 2024

Job Title	Assistant Director, GEAR UP Business Operations
Department	Truman Pierce Institute
Institution	Auburn University Auburn, Alabama
Date Posted	Aug. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Administration - General
Job Website	https://www.auemployment.com/postings/47675
Apply By Email	
Job Description	

Auburn University is excited to begin the search for an **Assistant Director, GEAR UP Business Operations** 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.



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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.

The **Assistant Director, GEAR UP Business Operations** will 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, GEAR UP Business Operations** 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.

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

About Auburn:

At Auburn, our work changes lives. Ranked by U.S. News and World Report as a premier public institution, Auburn University is dedicated to shaping the future of the people of Alabama, the nation, and the world through forward-thinking education, life-enhancing research, scholarship and selfless service. Auburn is nationally recognized for its commitment to academic excellence, community outreach, positive work environment, student engagement, and thriving community.

It's a Lifestyle: The Auburn/Opelika area is a page right out of Southern Living magazine with an idyllic small-town feel, perfecting a unique balance between a close-knit community and driving consistent growth and development. Paralleling the exponential growth of Auburn University, the Auburn/Opelika area boasts services and amenities that cater to any interest. We're proud of our top school systems, city services, award-winning restaurants, and the infectious spirit of life in a college town. You can find us nestled halfway between the beach and the mountains in a lower-cost-of-living area, two hours outside of Atlanta or Birmingham. If you're new to Auburn, we'd love to introduce you. If you're already acquainted with Auburn, we'll keep it simple: it's time to come home!



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Why employees choose Auburn:

Auburn University was named by Forbes Magazine as one of the state of Alabama's best employers, with employees staying an average of ten years. Employees enjoy competitive benefits that include top-notch health insurance, generous retirement plans, tuition assistance for employees and dependents, flexible spending accounts and more! Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting aub.ie/working-at-auburn.

Contact Information

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

Contact