

**OREGON UNIVERSITY SYSTEM
UNCLASSIFIED SERVICE POSITION DESCRIPTION**

Working Title: College Access Programs Assistant	(X) New Position
Department: Student Success Initiatives	() Revised Date:
Employee Name: TBD	() Exempt (from overtime)
Reports To: Director of College Access Programs	(X) Non-Exempt (overtime eligible)
Actual FTE: 1.0	Job Group 40

GENERAL DESCRIPTION OF THE POSITION

This position is part of the Chancellor’s Office and is assigned to work with and for the College Access Challenge Grant and GEAR UP Programs. This position requires a high degree of organizational skills, attention to detail, and the ability to manage an internal work schedule/job priorities on a day-to-day basis.

The CACG Program is a statewide effort to increase the number of Oregon K-12 students who attend postsecondary education by expanding the capacity of programs which provide pre-college enrichment opportunities so they can serve greater numbers of students with high quality programming. The GEAR UP Program is a statewide effort to support low-income serving schools provide more opportunities for their students to enter and succeed in post-secondary education.

The Program Assistant is responsible for the organizational aspects of the programs including managing all contracts, tracking cost share, collecting data for annual reports and evaluation activities. As part of the CACG and GEAR UP teams, this position works closely with the other CACG and GEAR UP staff. The position reports directly to the Director of College Access Programs.

This position is grant funded, and subject to annual renewal of the CACG grant for up to a maximum of five years through the US Department of Education.

DESCRIPTION OF SPECIFIC DUTIES AND PERCENTAGE OF TIME

This position has a broad range of functions and responsibilities that include but are not limited to the following:

- | Percent | Task |
|---------|--|
| 30 | • Coordinates all contracts with CACG and GEAR UP partners, consultants and contractors. Specifically: ensures that all contracts are reviewed and approved by the OUS legal departments, signed by authorizing agents of both parties, and filed in accordance to OUS policies; ensures that all contract amendments are properly documented, signed, and filed; makes certain that contract timelines are met and required reports are received. |
| 30 | • Monitors cost share reporting of CACG and GEAR UP partners. |
| 30 | • Provides administrative support: prepares and proofreads correspondence, reports, forms, and other documents; manages files; generates purchase orders for goods and services; prepares mailings; manages email lists; and maintain procedure manuals. |

- 5 • Assists in creation of reports to meet Federal reporting requirements through the collection and management of data including creating and managing databases.
- 5 • Performs other duties as assigned or necessary for the successful operation of the program.

Number of employees supervised: _____ % of time spent in supervision 0 ____

Unclassified 0

Classified 0

Student 0

EXPERIENCE AND EDUCATION REQUIRED (MINIMUM QUALIFICATIONS)

Bachelor’s degree in any discipline

SPECIAL (PREFERRED) QUALIFICATIONS

- Bachelor’s degree in business, education, public policy, sociology, or a related field.
- Prior experience related to middle and high schools, college access, serving underrepresented populations, or public administration.
- Experience in working with students from diverse backgrounds.
- Strong communication skills including writing reports.

KNOWLEDGE, SKILLS & ABILITIES

- Detail oriented and accurate with strong organizational skills and the ability to work independently, prioritize tasks and manage multiple assignments in a fast-paced, changing environment and complete tasks within established timelines.
- Demonstrated proficiency in record keeping systems.
- Ability to meet deadlines and reporting requirements.
- Sound knowledge of basic computer operations such as word processing; spreadsheets; databases; E-mail; Internet searches.
- Willingness to travel occasionally and work off-site including weekends and evenings on program related activities.

WORKING CONDITIONS

Based on criteria under OAR 580-23-0010, it has been determined that this position is not a critical or security sensitive position that requires a criminal background check.

This position is located in Eugene, Oregon.