NOTICE OF VACANCY

Position: GEAR-UP Professional Development Coordinator

FLSA Classification: Exempt

Qualifications:

- Master’s Degree in Education or related field
- Three years’ experience teaching at the secondary or post-secondary level
- Understanding of rural low-income education issues
- Experience in working with disadvantaged and multicultural populations
- Excellent oral and written communication skills
- Commitment to the mission of Eastern Oklahoma State College

Responsibilities:

- Establish strong working relationships with partner school personnel
- Work with teachers to infuse active learning into the classrooms
- Coordinate with Communities of Learning and various professional development activities with Education Coordinators
- Develop, coordinate, and/or present professional development workshops to cohort teachers
- Track and record data, as needed
- Compile/prepare all required documentation in a timely manner
- Assist in completing the GEAR UP Annual Performance Report and other required compliance documents
- Actively participate in summer camp activities
- Participate in training and attend conferences
- Be able and willing to work flexible and/or extended hours
- Perform other duties as deemed necessary or as assigned

Length of Assignment: Twelve months w/ benefits

Inquiries: Linda Morgan
GEAR UP Program Director
918.465.1722

Application: Submit a letter of application, a current Eastern application, resume and transcript(s) to:

Eastern Oklahoma State College
Joyce Bills, Human Resources
1301 West Main
Wilburton, OK 74578

E-mail: j bills@eosc.edu
Fax: 918.465.4421

Closing Date: Review of applications will be begin immediately; submission of applications encouraged until position is filled.

Eastern Oklahoma State College is an Equal Opportunity Employer (EOE) and
Affirmative Action Employer (AAE)