

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Assistant Director GOALS GEAR UP (Unclassified)

Requisition Code:

492841

Location:

Atlantic City

Job Category:

AFT Professional Staff

Department:

College Bound/GEAR UP

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

Work Hours:

M-F; 9:00a-5:00p

Posted Date:

11/1/2023

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout Southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin, and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.stockton.edu.

Faculty and staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

This is an in-person on campus, non-remote position. The University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Brief Job Overview/Summary:

The GOALS GEAR UP Assistant Director will have the responsibility to assist the Program Director in the design and implementation of post-secondary awareness and readiness programming for target schools in the Atlantic City and Pleasantville Public School Districts. This position will require academic and career counseling, as well as the recruitment of students at each of the target schools. This position will supervise program mentors and tutors. This position will supervise program mentors and tutors. This individual will provide support to key program components, including postsecondary awareness and readiness, financial aid awareness, parent outreach, and career exploration.

Descriptions of Essential Duties/Responsibilities:

- Work closely with the Program Director to complete reports, such as APR, Final Reports, Counseling Portfolio, and Scope and Sequence documents to ensure GEAR Up grant compliance.
- Assist the Program Director in developing a recruitment model for potential applicants in grades 6 through 12 within the partnered districts.
- Provides academic and personal advisement as needed to students and families.
- Responsible for designing, implementing, and executing the College and Career Readiness Counseling Curriculum, including the following topics: SEL, academic skills, college and career explanation, and financial aid knowledge that align with the GEAR UP Program objectives.
- Responsible for overseeing aspects of First Year Experience (FYE), which includes providing support services with completing financial aid and college applications, career readiness, assisting with college enrollment, one on one meetings, programming, and data tracking.
- Assist the Program Director in developing and recommending an appropriate budget for activities within the Academic Year and Summer Programming.
- Oversees and establishes parent liaison and coordinates responsibilities with other staff organizations and communal stakeholders that relate to or impact on assigned functions.
- Organizes, assigns, trains, and monitors the work of program counselors, tutors, mentors, and updates state required mentor plan.
- Provide program assessment and evaluation and adjust services according to program needs based on the GEAR UP goals and objectives.
- Coordinates weekly and after-school programs at all target schools and serves as the point of contact for school counselors in partnered districts to maintain student program records.
- Participate in staff development and in-service training meetings, institutional, and community committees.
- Strong written and oral communication skills, including public speaking and listening skills, and being familiar with and adhering to University policies and procedures. Ability to work some evenings and weekends.

Required Qualifications:

- Bachelor's degree.
- At least 2 years of professional work experience in related field.
- A valid driver's license.

Preferred Qualifications:

- Master's degree preferred.
- Demonstrates experience in academic counseling.
- Demonstrates experience in education support programs.
- Demonstrates experience in grant funded programs.
- Demonstrates at least 1 year of experience working with underrepresented, low income, and first-generation 6th – 12th grade students.
- Bilingual (Spanish speaking).

Knowledge, Skills, & Abilities:

- Must be able to lift 25 pounds.

Screening Information:

Screening of applications begins immediately and will continue until the position is filled.

How to Apply:

To apply, please visit <https://employment.stockton.edu> or click the “apply” button.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (609)-292-4144, option 3.

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments.
- Current resume or curriculum vitae.
- Unofficial graduate transcripts.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.

- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.