**Program Coordinator IV**

The Georgia College Advising Corps (GCAC)—an outreach program of the UGA's Institute of Higher Education—is a college access program that works to help low-income, first-generation and underrepresented students enter college. GCAC helps students find their way to college by placing well-trained recent college graduates in high schools to work one-on-one with students as they navigate the college admissions process, including researching college options, completing applications and applying for financial aid.

**Job Summary**

The UGA Institute of Higher Education seeks a Program IV Coordinator beginning June 15, 2018, to serve as the program director for the Georgia College Advising Corps (GCAC). Launched in 2008, GCAC places recent college graduates in selected urban and rural high schools across Georgia to serve as near-peer advisers to assist students in the college search, application, and enrollment process. Currently 20 advisers serve 15 Georgia high schools with special emphasis on low-income, first-generation, and underrepresented students. GCAC is a partner of the national College Advising Corps, headquartered in North Carolina.

**Duties and Responsibilities**

The director oversees program development, implementation, and evaluation, and supervises the GCAC advisers in collaboration with the respective high schools. Responsibilities include hiring and training near-peer advisers; matching advisers and high schools; grant writing, fundraising and budget management; completing program reports and developing communication materials; and working effectively with Institute staff, state partners, and national partners to ensure program accountability and quality.

The director serves as the liaison to the participating high schools, to other partners in Georgia, program funders and to the College Advising Corps. All funds for the program are generated through contracts, donations, and other external funding. This leadership position is split between Athens and Atlanta. Regular travel to participating high schools in Atlanta and in other school districts will be required.

**Qualifications**

Minimum requirements include:

- Master’s degree and 5 years of related experience
- Experience with college access programs and/or college enrollment functions
- Experience working in K-12 school settings
- Strong academic record and program leadership skills
- Excellent communication and organizational skills
- Experience in fund-raising and grant-writing
- Ability to lead program evaluation activities

**Applications and Nominations**

Applicants should provide a letter of application, a résumé, and the names and phone numbers of three references. Visit UGA’s online hiring site at [https://www.ugajobsearch.com/postings/22014](https://www.ugajobsearch.com/postings/22014) (or search for posting #S01026P at [https://www.ugajobsearch.com/postings/search](https://www.ugajobsearch.com/postings/search) to view full details and to apply for this job.

To ensure full consideration, applications should be received by Thursday, May 31, 2018.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.