



# EASTERN WYOMING COLLEGE

## POSITION DUTIES & RESPONSIBILITIES

<b>Job Title:</b>	GEAR UP Technician	<b>Classification:</b>	Administrative Technician
<b>Department:</b>	Academic Services	<b>Duration:</b>	12 months
<b>Primary Location:</b>	Torrington, WY	<b>FLSA Status:</b>	Non-Exempt
<b>Position Number:</b>	506	<b>DBM/Level:</b>	B21

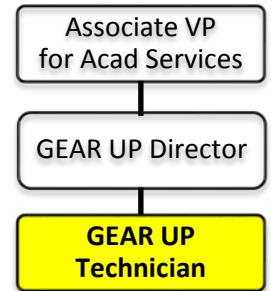
**Job Summary:** *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Technician is a full-time, 40 hours weekly, benefited, and grant-funded position located at EWC’s main campus in Torrington. The GEAR UP Technician’s primary task is to provide program support services to GEAR UP students and staff. These services encompass support to program learning functions which include student, parent, and academic data entry into the GEAR UP database system, assist in preparing reports and yearly audit items, help prepare annual performance reviews (APR), and aid creation and/or processing of other program documents. A strong understanding of the GEAR UP program, its objectives, and student requirements is necessary. The position requires occasional travel and work within EWC’s Service Area and to GEAR UP camp and conference/training locations in Wyoming.

**Organizational Relationship:** *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The GEAR UP Technician reports to, and is supervised by, the GEAR UP Director. The second-level supervisor is the Associate Vice President for Academic Services within the Academic Services Department. The supervisory chain is depicted at right.

The GEAR UP Technician does not formally supervise or evaluate any EWC full-time or part-time employees. The position may supervise EWC-enrolled Work Study students.



**Education and Experience Requirements:** *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

**Minimum Qualifications:**

- High School (HS) diploma or HS Equivalency Certificate
- One year administrative, data entry, office support, or clerical work experience
- Six months experience working with individuals from the GEAR UP target population, adolescent participants, or their families
- Proven typing (45 WPM) and data entry skills
- Current and valid state-issued Driver License

**Preferred Qualifications:**

- Previous GEAR UP program employee
- Previous work experience at the secondary or higher education level
- Computer skills proficiency in Microsoft suite of applications (Excel, Word, Outlook, Power Point)

**Essential Functions/Duties:** *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **NON-EXEMPT**, i.e., is eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Provide program support services of an administrative and clerical nature to students and staff
- Accurately input student, parent, and academic information into the GU database system
- Attend and participate in relevant Service Area and statewide conferences and training events

- Assist in preparing reports, annual performance reviews, and other documents for annual GU audits
- Meet assigned deadlines required by the GEAR UP grant and the supervisor
- Compile and sort information in preparation for data entry; establish data entry priorities
- Review document data for errors and deficiencies; resolve discrepancies using GU database procedures
- Contact GU staff throughout the Service Area to resolve incomplete or inaccurate data
- Adhere to GU data program requirements and procedures; maintain a current and accurate database
- Verify entered documentation and account information by reviewing, correcting, deleting, and re-entering database information; purge files/records/accounts to eliminate data duplication
- Confer with supervisor regarding incomplete information
- Perform all other duties of a similar nature or level as assigned

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**Nonessential Functions:** *These are tasks that are marginal, or incidental to the completion of the essential function, or those functions that could be performed by other employees.*

- Moving, carrying, and/or storing office related and GU equipment and supplies
- Physical delivery of hard-copy, printed reports
- Participating in College functions as applicable/assigned

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**Knowledge, Skills, and Abilities:** *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge, skill, and ability to interface with and operate efficiently and effectively a computer work station and associated office data processing and technology equipment (e.g. desktop computer)
- Ability to work as an effective team member with GU staff, faculty, Student Services members, Outreach personnel, and tutors
- Skill and ability to maintain confidentiality of verbal and written data including electronic records/files
- Ability to organize work and information; skill and ability to apply and utilize attention-to-detail methods
- Ability to sit at a computer station or desk and perform assigned work for long periods of time
- Knowledge and skill to implement proven information analysis and decision-making techniques
- Satisfactory wrist agility and movement ability
- Ability to perform assigned work thoroughly, independently, and without close supervision
- Skill to travel to GU program and conference or training locations

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**Physical/Mental Demands:** *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Occasional travel within Wyoming and the six-county Service Area
- Moving or carrying equipment, furniture, reports, and supplies
- Reach, stand, walk, finger, grasp, feel, talk, listen/hear, see and repetitive motions of these
- Sedentary Work: Exerting up to 10 pounds of force regularly and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, to include one's self
- Must be able to lift and move up to 50 pounds of program supplies or documents occasionally
- Sitting most of the time and minimal walking/standing required during normal duty period
- Maintain a program and student-centric perspective when performing assigned tasks

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GEAR UP DIRECTOR:

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Signature

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Date

VICE PRESIDENT FOR ACADEMIC SERVICES:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PRESIDENT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

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HR Office Processing

PD&R Received		31 July 2017
PD&R Reviewed		2 – 10 August 2017
PD&R Approved		14 August 2017
Position Duties & Responsibilities Effective Date		15 August 2017
Position Number Assigned/Verified		9 August 2017