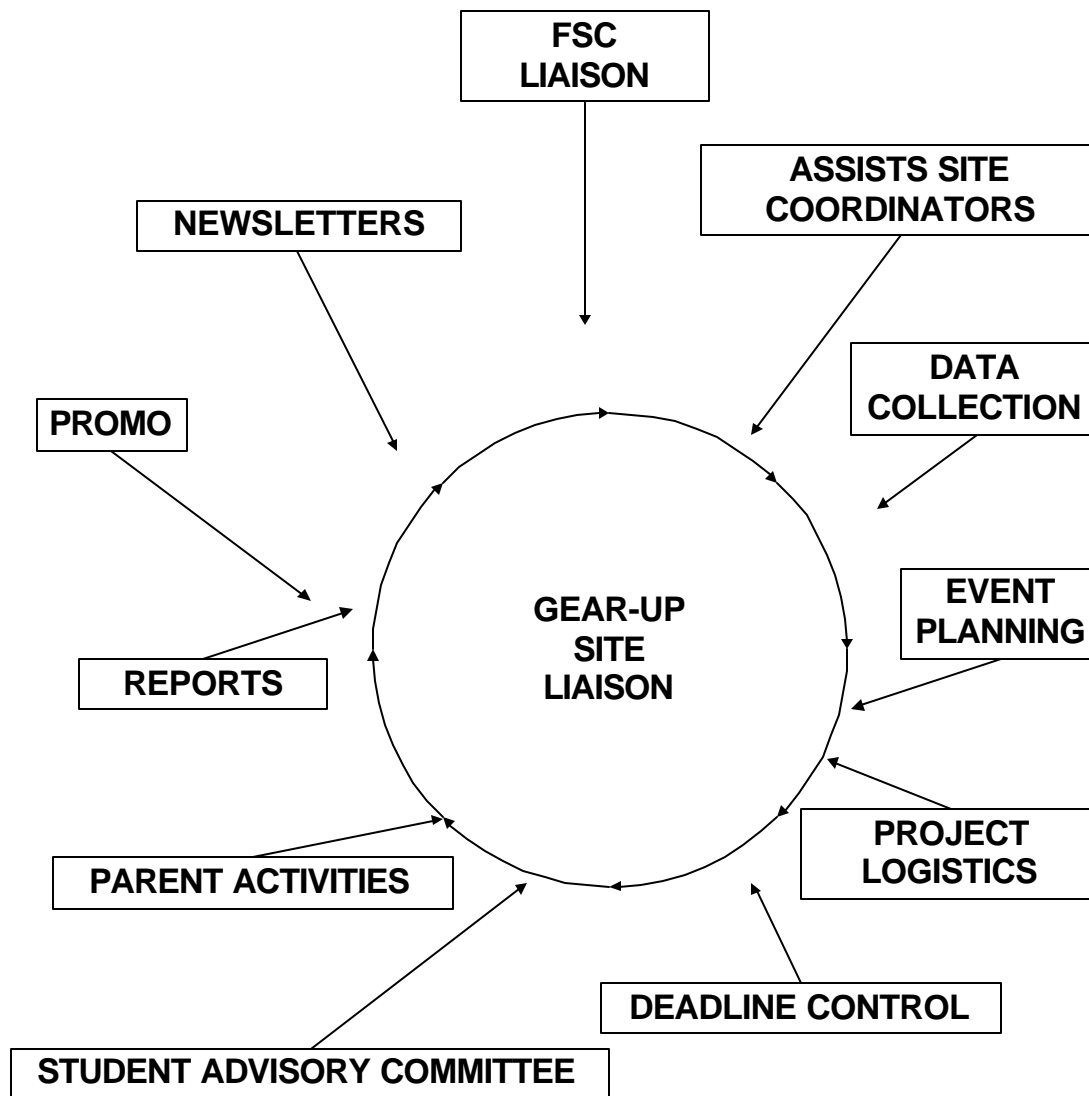


FAIRMONT STATE COLLEGE GEAR-UP SITE LIAISON ROLE



FAIRMONT STATE COLLEGE GEAR-UP

SITE LIAISON RESPONSIBILITIES

To meet the goals and objectives of **GEAR-UP**, Site Liaisons are being contracted to provide support to the Site/ County Coordinators. Types of support include but are not limited to the following:

- design and generation of newsletters as needed;
- design of promotional fliers and posters for school events & activities;
- assists and/or coordinates the details associated with field trips and special events;
- serves as a direct liaison for Fairmont State College;
- oversees deadlines for Quarterly Reports completion by Site/County Coordinators;
- data entry, data collection, and baseline data survey completion as needed to complete data and evaluation needs of the grant;
- assists in coordinating Parent activities;
- serves as needed in coordinating the Student Advisory Committee;
- assists the Site / County Coordinator in implementing grant goals, activities, events, as needed;
- assists in the coordination of field trip and special events;
- participate in, and/or facilitate training for Site Coordinators;
- collects and follows-up on Personnel Match Forms as needed;
- tracks progress of site/s in meeting grant goals;
- designs, disseminates, collects, and tallies evaluation forms for project events;
- assists in maintaining the digital scrapbook and in completing the annual summary of site activities;
- attend site activities as available;
- assists in overall project management, details, logistics, facilitation as needed.
- submits progress reports as requested by FSC and attends weekly/monthly update sessions as needed;
- other services as identified as they pertain to the grant implementation.