



POSITION ANNOUNCEMENT

Job Title: Director of Center for Personalized Instruction
Department: Center for Personalized Instruction
Reports To: Vice President for Student Affairs and Mission Integration
Level: 9
Shift/Hours: 40 hours per week
Date Prepared: September 7, 2017

SUMMARY

This position plans, coordinates, and directs tutorial and other related academic support services designed to enhance the university-wide students' academic standing and overall educational experience. Serves as Project Director for TRIO (Federal Student Support Services) grant supporting retention initiatives that improves the persistence and graduation of program students (first-generation, low-income, and/or students with disabilities).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides direction and overall program coordination for all general office and TRIO-specific activities and services to students. Creates and implements detailed plans for the development of all program components.
2. Markets the office to students, faculty, and staff. Recruits eligible students to the TRIO program and oversees intake process including interviewing applicants, verifying supporting documentation, and developing individual action plans.
3. Manages institutional/grant budgets, and payroll details. Monitors grant compliance with Education Department General Administrative Regulations (EDGAR), Higher Education Reauthorization Act, Office of Management and Budget Circulars, and institutional policies. Regularly communicates with Department of Education program officer.
4. Administers the distribution of institutional and federal grant aid to students. Coordinates fundraising efforts for merit-based, need-based, and activity-based scholarships. Works closely with the Office of Financial Aid to monitor aid allocation and other financial student issues.
5. Authors proposal for TRIO grant funding every five years. Oversees the submission of annual performance reports to the university administration and the U.S. Department of Education.
6. Develops and implements data collection procedures required for federal funding. Facilitates plan for database management system and program technologies. Monitors student progress, maintains accurate records, develops and implements assessment and evaluation tools for individual and collective program components.
7. Manages the purchase of technology, academic resources, and supplies. Applies federal guidelines to determine allowable expenses.
8. Regularly communicates and collaborates with key college personnel and other campus units to provide and address academic support services and issues.
9. Serves as a resource for learning resources, academic support services, and other student retention efforts to university community. Also serves on institutional standing committees focused on student persistence and graduation goals.
10. Actively represents the institution in state and regional professional associations for educational opportunity programs. Consistently utilizes national TRIO resources (Council for Opportunity in Education) to strengthen program. Travels and attend meetings and seminars for TRIO personnel.
11. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Master's degree (M.A.) in Student Affairs Administration, Education, Counseling or equivalent; at least five years related experience and/or training; or equivalent combination of education and experience. Experience with federal TRIO programs strongly preferred. Working knowledge of Microsoft Office required. May be required to work outside of normal working hours.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.