



POSITION ANNOUNCEMENT

Job Title: Director of Center or Personalized Instruction
Department: Center for Personalized Instruction
Reports To: Vice President for Student Affairs and Mission Integration
Shift/Hours: 40 hours per week
Date Prepared: September 21, 2020

SUMMARY

This position has administrative and direct student service components. 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, good academic standing, and graduation rate of program students (first-generation, low-income, and/or students with disabilities).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs the Center for Personalized Instruction comprised of individual and group tutoring offerings, resources to support student success, and other student supports and as delineated in the TRIO SSS grant. Oversees the day-to-day operation of the TRIO SSS program including supervision of professional and student staff and the development and implementation of staff training and orientation
2. Manages the planning and administration of the 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
3. Regularly communications with assigned U.S. Department of Education grant management specialist. Completes and submits annual performance reports to university administration and U.S. Department of Education. Authors the proposal writing for TRIO SSS grant funding on a five-year cycle
4. Coordinates the recruitment, selection, and admission of TRIO SSS program participants. Provides academic guidance to TRIO SSS program participants. Directs the TRIO SSS peer academic success coaching program.
5. Administers the distribution of institutional and federal grant aid to students. Works closely with Student Financial Services to monitor aid allocation and other financial student issues
6. Monitors TRIO SSS participants' academic progress utilizing student records and institutional data
7. Plans, implements, and maintains data collection and analysis systems to monitor and track retention and graduation rate of TRIO SSS participants. Administers evaluations appropriate to the program's goals and objectives for program assessment
8. Regularly communicates and collaborates with key university personnel
9. Other duties as assigned

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 on our website at madonna.edu. 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. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. 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.