



POSITION ANNOUNCEMENT

Job Title: Coordinator for Academic Enrichment
Department: Center for Personalized Instruction
Reports To: Director of Center for Personalized Instruction
Level: 6
Shift/Hours: 40 hours per week
Date Prepared: February 26, 2018

SUMMARY

This position oversees the coordination of the Student Support Services TRiO peer mentorship program, financial literacy, leadership and cultural activities. Maintains regular contact with TRiO students and provides interventions to respond to the needs of participants through facilitation of workshops, one-on-one meetings, and advisory of student organization groups. Collaborates with TRiO liaisons to provide campus support and services for all participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides training and on-going development of mentors as well as evaluation of performance.
2. Assists with the marketing and recruitment of eligible TRiO students.
3. Coordinates TRiO orientation for new students.
4. Recruits, selects, and supervises TRiO peer mentors while maintaining certification of the mentoring program.
5. Organizes and implements academic skills building and financial literacy sessions as well as leadership and cultural learning activities and opportunities for all TRiO students
6. Develops activities and support services for TRiO students in conjunction with internal and external partners serving affinity groups.
7. Assists the Director with planning and evaluating TRiO services and student progress including the intake process for new students as well as reviewing the needs of returning students.
8. Serves as advisor for Chi Alpha Epsilon (XAE), TRiO national honor society and other TRiO student organizations.
9. Responsible for TRiO communications to students.
10. Provides academic guidance, including early alert and probation outreach, and all related documentation for a caseload of students as assigned.
11. Coordinates plan to increase student contacts with the TRiO program and prepare statistical reports to inform the evaluation process and make continuous program improvements.
12. Serves on assigned institutional committees and taskforce in advocating for TRiO students.
13. 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; 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

Bachelor's degree in social work, education, or counseling and/or related field required. Master's degree in student affairs administration preferred. Two to three years' experience coordinating college programs or activities for diverse populations as well as academically or economically disadvantaged students is preferred. Working knowledge of Microsoft Office required.

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.