

## POSITION ANNOUNCEMENT

**Job Title:** Assistant Director of TRIO Student Support Services  
**Department:** Center for Personalized Instruction  
**Reports To:** Director of TRIO Student Support Services and Center for Personalized Instruction

### SUMMARY

This position assists the Director with coordination of Student Support services programming to include global workforce readiness, financial literacy, and leadership activities. Serves as lead academic guidance specialist providing assistance with time-to-degree completion planning, course recommendations, and proactive advising for students not meeting satisfactory academic progress.

This is grant-funded position for the period 09/1/2020 to 08/31/2025

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists with the overall administration of the TRIO Student Support Services grant.
2. Acts as key personnel/administrator in absence of Director.
3. Assists the director in assessing policies and practices for monitoring and improving student performance and student services.
4. Coordinates Faculty-Student Mentoring Program.
5. Coordinates the services of the TRIO Financial Aid Officer in partnership with the Director of Student Financial Services.
6. Serves on assigned institutional standing committees, advocating for TRIO students.
7. Assists Director as liaison to First- Year Experience Office, Office of Retention & Student Success, and Office of Diversity & Inclusion.
8. Provides quantitative and qualitative data on program for annual federal and institutional reports.
9. Maintains rapport and communication with students, TRIO SSS professional staff, and CPI/TRIO student staff.
10. Leads programming component of TRIO SSS program to increase cultural learning, leadership development, and community building.
11. Establishes and maintains partnerships with internal and external organizations for essential program goals addressing graduate school readiness and financial literacy.
12. Advises national honor society affiliated with TRIO.
13. Designs and coordinates new TRIO Student orientation. Administers academic guidance for TRIO SSS students.
14. Coordinates and manages First- Gen Student Advisory Board.
15. Provides proactive academic guidance and skills building to support all TRIO students including participants with an early alert or probation status.
16. Develops methods to recruit eligible admitted MU students to the program and strategies to maintain engagement.
17. Maintains detailed student records and TRIO website, updating regularly with new information.
18. Develops individual plans of action to enhance academic preparedness and success of students.
19. 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, training, and mentoring; 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 the 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, skills, 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 is required.

**TO APPLY:**

**Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

**External candidates:**

1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**

2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

**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.