

## POSITION ANNOUNCEMENT

Job Title: **Director of TRIO Student Support Services and Center for Personalized Instruction**  
Department: Center for Personalized Instruction  
Reports To: Associate Dean of Students and Title IX Coordinator

### 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-SSS) grant supporting retention initiatives that improve the persistence and graduation of program students (first-generation, low-income, and/or students with disabilities).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs program planning, development and implementation of major components and objectives for the Center for Personalized Instruction and as delineated in the SSS grant.
2. Oversees the day-to-day operation of the program including selection and supervision of professional and student staff, development and implementation of staff training and orientation.
3. Manages the planning and administration of the institutional/grant budgets and payroll details.
4. Monitors grant compliance with Education Department General Administrative Regulations (EDGAR), Higher Education Reauthorization Act, Office of Management and Budget Circulars, and institutional policies.
5. Regularly communications with the grant manager for U.S. Department of Education.
6. Oversees the submission of annual performance reports to university administration and U.S. Department of Education.
7. Contributes to the proposal for TRIO grant funding on a five-year cycle.
8. Coordinates the recruitment, intake process and selection of program participants.
9. Works closely with Student Financial Services to monitor aid allocation and other financial student issues and administers the distribution of institutional and federal grant aid to students.
10. Plans, implements and maintains data collection and analysis systems to monitor and track retention and graduation of SSS participants and providing evaluations appropriate to the program's goals and objectives.
11. Develops and maintains a collaborative working relationship with the university community to provide and address academic support services and issues.
12. Completes case management for TRIO students within federal reporting guidelines.
13. Serves as a resource for, academic support services, and other student retention efforts to university community.
14. Designs and maintains tutor and supplemental instruction CRLA certification, program records, and materials.
15. Develops and executes a comprehensive assessment plan to improve services and supports strategies for traditional and post-traditional students' success.
16. Creates and maintains policy and procedures for Tutoring and Supplemental Instruction (SI) and identifies courses compatible with the goals of SI based on analysis of collected data.
17. Coordinates and serves as the chair of the Supplemental Instruction & Tutor (SIT) Faculty Board.
18. 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 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:**

**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.