

POSITION ANNOUNCEMENT

Job Title: Director of TRIO Student Support Services and Center for Personalized Instruction
Department: Center for Personalized Instruction
Reports To: Provost and Vice President for Academic Administration and Student Affairs
Salary: \$ 70,000 annually

SUMMARY

This position plans, organizes, manages, and directs academic support services designed to enhance the academic standing and overall educational experience of students. Serves as Project Director for TRIO Student Support Services (SSS) grant supporting retention initiatives that improve the persistence and graduation of program students (first-generation, students with financial need, and/or students with disabilities). The TRIO SSS grant is funded in a 5-year cycle from 2025-2030 and operates within the Center for Personalized Instruction at Madonna University.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs program planning, development and implementation of major components and objectives as delineated in the SSS grant through the Center for Personalized Instruction.
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 (OMB) circulars, and institutional policies.
5. Regularly communicates 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 (SI) and certification through the College Reading and Learning Association (CRLA), as well as 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. Member of the Student Affairs Leadership Team (SALT) and participates in major university and team events and programs such as new student orientation, welcome week, commencement, etc.)
18. Establishes and maintains relationships with all SALT departments and offices, as well as admissions, student financial services, enrollment services, academic departments, and other important campus resources to ensure required and supportive services are provided to 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 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. Work is performed primarily on campus and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected.

EDUCATION AND EXPERIENCE: Master's degree in Student Affairs Administration, Education, Counseling or related field; at least five years relevant 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: External and Internal candidates please send a ***letter of intent*** reflecting the above responsibilities and qualifications and a ***resume*** to essentialhrinfo@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.