STAFF VACANCY ANNOUNCEMENT

TRiO Student Support Services Director

Department: Student Success
Position: Full-time, 12 month contract position
Wage: $38,000, full benefits
Posting Date: October 2013

DESCRIPTION

TRiO Student Support Services (TRiO SSS) is a federally funded student support services grant program that assists low-income, first-generation and disabled college students in obtaining a post-secondary education. This is a full time, 12-month per year contract position with benefits. Continuation of this position is dependent upon funding. The director of TRiO/SSS reports to the director of student success.

QUALIFICATIONS

Required

- Educational requirements: master’s degree
- Master’s degree in personnel, counseling, education, administration, social work or other related and appropriate fields.
- Experience as a project administrator responsible for planning, managing or implementing programs.
- Experience with staff supervision.
- Experience and proficiency using software in managing budgets, analyzing data and writing reports.
- Experience managing budgets
- Excellent oral and written communication skills.

Preferred

- Experience in programs related to student retention and success.
- Experience working with disadvantaged youth.
- Background similar to that of participants such as low-income, first-generation college or disabled college student.
- Knowledge of Montana University System entrance requirements, application process and financial aid opportunities.
- Experience with student software programs.
- Experience with grant writing.
RESPONSIBILITIES

Grant Management

- Oversee the development of funding proposals.
- Ensure compliance with federal and state laws and regulations.
- Complete and submit program annual performance report to the U.S. Department of Education.

Staff Supervision

- Assume leadership for the organization, administration and supervision of the TRiO SSS program.
- Recruit, hire, train and supervise TRiO personnel.

Financial Oversight

- Establish, monitor and administer budget funds.

Participant Recruitment

- Direct procedures for recruiting student participants.
- Organize and direct orientation sessions for potential new participants and parents.

Coordinate Delivery of Program Service

- Manage assigned caseload of participant services.
- Input grant data into Student Access program in a timely manner.

Campus Involvement

- Participate in committees that impact SSS students such as the Academic Appeals, Financial Aid and Scholarship committees.
- Facilitate communication between TRIO SSS program staff, campus administration, faculty, campus staff, students and the professional TRiO community.

APPLICATION

Send application materials to:

Ilene Cohen, Director of Student Success
The University of Montana Western
Box 51
710 S. Atlantic St.
Dillon, Mont. 59725-3598

Applications must include a letter addressing the qualifications for the position, a resume and the names and contact information of three professional references.

Direct questions regarding the position to Ilene Cohen at 406-653-7311 or i_cohen@umwestern.edu.

THE UNIVERSITY AND DILLON AREA

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392.

Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.