

Part-Time Director, TRiO Student Support Services

The TRIO Student Support Services program provides and coordinates a variety of educational support services for students who are first generation, low-income and/or students with disabilities. The purpose of the program is to increase college retention, graduation and transfer rates for eligible members. Services include: Academic Advising, Tutoring, College Tours and Transfer Assistance, Financial Literacy, Grant Aid, Workshops, Career and Personal Advising, FAFSA/Financial Aid Assistance, and Resource Room/Computer Lab.

We seek a Director to:

- Provide academic leadership, and serve as an integral member of the College and campus management team; work closely with leadership from Academic Services and Student Services to ensure effective delivery of TRIO SSS services.
- Ensure the TRIO program is operated within the acceptable rules, regulations and guidelines of the U.S. Department of Education. To ensure compliance with all objectives mandated by the U.S. Department of Education: retention, good academic standing, graduation, and transfer of participants.
- Coach students to meet their academic goals.
- Manage staff of the TRIO Student Support Services Department.

- Maintain cooperative relationship with the Tutoring Center Manager to ensure student participants receive academic services needed throughout the academic year.
- Develop and administer the annual department budget.
- Prepare and submit reports on program activities and accomplishments to the College community.
- Perform other duties as assigned.

Qualifications:

Education: Master’s Degree in Education, Higher Education, Education Administration, Guidance Counseling, or related field.

Experience:

- 3-5 years of experience in a similar role with a minimum of 2-3 years of supervisory experience.
- Previous teaching experience in developmental reading, writing or mathematics; familiarity with college academic requirements, preferably at the community-college level; General knowledge of college student development, financial aid programs, career decision making, assessments, and processes for responding to participant needs with available sources, preferred

**Review of Resumes to begin 2/8/24
and until filled
(Posted 1/23/24)**

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2 free courses per semester for you or your spouse/dependents
Paid time off
Flexible work schedule**



North Central State College

Please express your interest in this position by submitting a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906