

## **DIRECTOR OF TRIO STUDENT SUPPORT SERVICES PROGRAM**

### **Summary:**

The University of Arkansas at Pine Bluff invites applications for the position of Director of the TRIO Student Support Services (SSS) Program. The SSS Program is a federally-funded program that provides academic advisement, career advisement, tutoring, mentoring, and a wide range of activities geared toward the educational enhancement, cultural enrichment, and retention of first-generation, low-income students or students with disabilities. The Director facilitates the development, implementation and ongoing maintenance of the SSS Program. The Director provides administrative, programmatic and counseling support to meet the goals and retention objectives of the program. Primary responsibilities include: comprehensive provision of appropriate assessment, evaluation and counseling services to diverse population of program students, development of student profiles, assisting in the development of the mentoring program and working closely with key program staff, college staff and ancillary departments.

### **Duties and Responsibilities:**

- Administer support services program while maintaining federal guidelines.
- Supervise staff of four program specialists and one administrative professional.
- Organize data and prepare for annual federal report.
- Develop yearly operating budget and track account payables and receivables.
- Evaluate progress of established federal objectives.
- Develop program and educational activities to meet the continually changing needs of students.
- Develop and maintain academic student profiles and counseling reports, including preliminary diagnostic assessments, goal-setting, academic progress reports and service referrals.
- Act as supervisory staff in the provision of individual and group counseling to students on academic, cultural, and personal issues.
- Work in close conjunction with the Dean to ensure accurate and efficient program evaluation and expansion.
- Serve on administrative committees within the University.
- Other duties are as required.

### **Qualifications:**

- A Master's Degree or higher in guidance and counseling, education, higher education administration, social work, English, or a related field.
- Experience in higher education and working with high-risk students, preferably students who are first generation or low income.
- Experience working in TRIO programs. Special consideration will be given to individuals with experience in designing, managing or implementing SSS or similar projects.
- Five to ten years experience in supervisory capacity.
- Experience managing a budget and monitoring expenditures; accurate record keeping required.
- Experience in counseling/advising students, implementing educational workshops and supplemental instruction.
- Extensive knowledge of Microsoft office applications.

Send Letter of application, Resume, three letters of recommendation, and transcript **by August 1, 2011**, to:

Search Committee for Director of SSS Program

University of Arkansas at Pine Bluff

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