



Job Title	Director, TRiO Programs	Job Code	AA0437
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
		Subfamily	Academic Services

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Services Professionals provide services and support for operations of academic programs.

Job Summary

Provides total administration of the SDES TRiO Center. This includes day to day administration of the Student Support Services projects (PRIME STEM and Project BEST) and oversight of the Talent Search projects (Project PACE and Project REACH) and Upward Bound Projects (Project ACE, Project EDGE and Project RISE) to include accurate accountability and financial management of the project.

Representative Duties

1.
 - Supervises the implementation of all the conditions presented in the grant proposals and the day-to-day operations (implement, monitor, and evaluate comprehensive services to participants) of Student Support Services
 - Establishes operational policies and procedures for office administration
 - Provides oversight of and supervision of directors of Talent Search projects, Upward Bound projects and any subsequent TRiO projects
 - Hires, supervises trains, evaluates, and terminates project staff
 - Supervises the recruitment and selection of project participants for Student Support Services projects; ensures that eligibility requirements are met as defined by the U.S. Department of Education
 - Provides administrative oversight and supervises the maintenance of all fiscal transactions of SDES TRiO Center grants (internal and external)
 - Works with ORC and F&A to complete project closeouts as needed
 - Works with ORC, F&A and SDES to establish new account numbers, fund projects and complete draw downs as appropriate
 - Explores and seeks external funding; prepares, develops, and submits project grant proposals; serves as grant reviewer/liaison for potential grant opportunities
 - Designs and manages the research component to the grant (Competitive Preference Priorities); submits and monitors IRB protocol (internal and external, as appropriate)
 - Evaluates all aspects of the comprehensive project plans on a regularly scheduled calendar
 - Coordinates the collection of data and prepares and submits monthly and annual reports to SDES, the DRC, funding agencies and other appropriate agencies as necessary
 - Oversees the submission of the Annual Performance Report and the development of the annual budget to be submitted to the US Department of Education

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.