



Job Title	Manager, TRIO Programs	Job Code	AA0441
Pay Plan	A&P	Pay Grade	17
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

Supports the Program Manager in developing and implementing project & office operations. Supervises, hires, trains, & evaluate Coordinator, Peers, & Academic Coach. Coordinates the development, implementation & interpretation of operating procedures. Assists in insuring that the goals and objectives for the department, division, and university are communicated and achieved. Assists with the recruitment & screening of project participants. Develops workshops and reports.

Representative Duties

1.

- Assists with the development and direction of the Project BEST program (Student Support Services) grant processes, staff, and activities as assigned
- Coordinates the development, implementation, and interpretation of operating procedures
- Assists the Program Manager in insuring that the goals and objectives for the department, division, and university are communicated and achieved
- Supervises, hires, trains, and evaluate Coordinator, Peer Tutor/Mentors, and Academic Coaches
- Coordinates the completion of studies and the preparation of reports for the grants; monthly reports, including Institutional Effectiveness (I.E.) report and Competitive Preference Priority (CPP) reports, and Annual Performance Report (APR)
- Oversees Project BEST budgetary needs and make recommendations for two accounts
- Develops and facilitates workshops
- Manages and develops Canvas modules (webcourses)
- Develops and directs one or more academic support services functions
- Supervises Coordinator; hires, trains, supervises and evaluates peer tutors, mentors, and academic coaches
- Develops and facilitates workshops; manages and develops Canvas modules
- Oversees the maintenance and updating of the TRIO Center website and marketing
- Responsible for liaison activities among functional area(s) and other departments
- May function for the Program Manager in his/her absence, as required
- Other duties as assigned by the Program Manager I, Academic Support Services

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

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.