An accomplished, energetic, innovative, and results-oriented individual is sought to manage one or more grant funded student service programs within the Office of Minority Student Affairs. The grant programs focus on college student retention, persistence, graduation, and enrollment in graduate school. Academic support services are provided to first-generation and low-income students; historically-underrepresented minorities (URMs); and other eligible students. Therefore, we invite individuals with specialized training, experiences, skills, and characteristics necessary for achieving success. We are seeking an individual who is deeply committed to a noble mission of serving students. We invite highly capable, experienced, and skilled individuals for this great opportunity who are also problem-solvers and self-motivated.

The incumbent will initially work within the TRIO McNair Scholars Program, however he/she will be expected to contribute to the other grant programs within the office over time, as part of the evolving restructuring of the office. The incumbent will report to the TRIO Project Director through the Associate Director.

Primary Position Function/Summary:

Consulting with program staff and under minimal supervision, the position ensures the full implementation of one or more educational outreach programs and the compliance with funded proposal(s) and federal and University requirements by managing participant eligibility and selection processes. This position is responsible for ensuring student persistence toward timely graduation, facilitating enrollment and matriculation through school based on requirements of program(s), and developing campus, regional, and other relationships that benefit students.

Major Duties and Responsibilities:

• Review, develop and implement participant outreach, recruitment, screening, and selection process using eligibility criteria to ensure that required students are recruited and served each year.
• After reviewing student applications and after completing the preliminary screening process, make recommendations for acceptance into the program to the director or designee and the director or designee will review and act on recommendations.
• Teach workshops, seminars, and courses related to the goals and objectives of the program(s).
• Review the approved plan of operation activities and develop in consultation with the director and staff a strategy for implementing the plan which includes, for example, outreach and recruitment activities, workshops, tutoring, application assistance, educational and cultural trips and programming, individual and group advising/mentoring/coaching sessions, and evaluation activities.
• After students have been accepted into the program, develop and submit for review and approval recommendations to the director or designate for staff members’ service delivery caseloads.
• Review and implement the evaluation plan to ensure the attainment of program goals and objectives.
• Identify, recommend, and supervise participant travel to conferences, graduate fairs, and other program events.
• Identify and develop appropriate intervention strategies proactively through advocacy, referrals, follow-ups, and other forms of service delivery to assist participants experiencing academic difficulties.
• Review students’ academic transcript each semester or term to identify students who need tutoring services then ensure that tutoring is offered or connect students with available tutoring services on campus or in the community.
• Ensure that participants remain on target for graduation, college enrollment, or graduate school enrollment by providing ongoing academic advising/mentoring/coaching sessions with students and by assisting them with completing admissions and financial aid applications.
• Review, develop, and implement participant monitoring and tracking strategies.
• Develop and implement academic support services outlined in approved proposal(s).
• Report outcomes of program(s).
• Assist with hiring, developing, training, and supervising program staff, which may include supervising and evaluating assigned student and/or professional staff.
• Partner with other units in Student Affairs, the Office of Minority Student Affairs, TRIO educational programs, Financial Aid, Counseling Center, Career Center, and the general campus to ensure “wrap-around” academic support and service delivery.
• Assist with planning major events by serving on department or unit committees.
• Participate in assigned state, regional, and national associations, including taking on leadership roles within organizations.
• Participate on assigned department, divisional, or campus committees.
• Complete performance/productivity reports.
• Operate within budget.
• Frequent evening hours and travel and occasional weekends are required to perform the duties of the job successfully.
• Perform other appropriate duties related to the position.

Required Education:

Master’s degree in education, psychology, counseling, or closely related field from a U.S. accredited university.

Preferred Education:

A Ph.D. or other doctorate degree from an accredited university in the United States.

Required Experience:

Minimum three years’ full-time management experience related to the position in an academic or not-for-profit environment is required. Only employment after baccalaureate degree will be counted. Supervisory experience of undergraduate and graduate students is required. Three years’ experience designing, managing or implementing student support programs, especially for educationally-disadvantaged students. Evidence of strong organizational, planning, oral, and written communications skills. Experience using Microsoft Office suite, especially excel features; and ability to navigate the Internet.

Preferred Experience:

Experience in TRIO, NSF, pre-doctoral, SROP, or related student service programs is desired. Experience working with faculty. Grant writing experience. Assessment and evaluation experience. Teaching experience. Supervisory experience of permanent staff is preferred. Experience working with first-generation, low-income, TRIO, EOP, U.S. historically-underrepresented, or “at risk” individuals is highly desired.

Required Licenses:
Valid driver’s license.

Required Knowledge, Skills, and Abilities:

Excellent public speaking/presentation skills; organizational and time management skills. Ability to follow detailed instruction and strong problem-solving skills. Ability to diffuse stressful situations before a crisis ensues. Ability to handle interpersonal interactions at all levels and handle highly sensitive situations. Excellent service skills with the ability to maintain a friendly attitude and work effectively with students, faculty and staff and the public. Knowledge of education issues, barriers, trends, and/or research related to student success. Ability to think critically and creatively. Ability to adapt to planned and unplanned change, fast-paced, and data-driven environment. Ability to work with minimum supervision. Proficiency with Microsoft Word, Excel, PowerPoint, and Internet.

Background Checks

This is a security-sensitive position. The chosen candidate is required to pass an extensive criminal background check prior to starting the position.

Appointment Status: This is a 12-month, full-time Academic Professional position.

Salary: Commensurate with experience and includes an excellent benefits package

Start Date: As soon as possible.

Application Procedures

Please complete your application profile at http://jobs.illinois.edu and upload: (1) cover letter addressing qualifications, experiences, and how you comply with requirements; (2) a résumé with specific month and year for dates of employment; and (3) contact information, including relationship to applicant, for three references, one of whom must be supervisory. Submission of materials in one PDF document is desired but not required. Evidence of degree will be required prior to first day of employment.

Incomplete materials will not be considered. Applications may be reviewed and interviews may occur immediately but will continue until a suitable candidate is identified. To ensure full consideration, submit your completed materials by March 27, 2016; no appointments will be made prior to this date. Completed materials submitted after March 27, 2016 will be considered only as needed. Faxes, mail, or hand-deliveries will not be accepted.

For additional information regarding the application procedures, please contact:

Office of Minority Student Affairs
Human Resources
217-333-0054 (phone)
omsa-hr@illinois.edu

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).