



**Date:** June 15, 2016

**Title of Position:** Academic Coordinator – TRIO Program  
MCCC Unit Position, Gr. 6

**Salary:** Estimated range \$59,040 - \$64,614 (per MCCC contract) with benefits

**Effective:** August 2016

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**Position Summary:** Oversee the Student Support Services (SSS) TRIO Program. Work to ensure that student enrollment goals and student success benchmarks are met. Supervise the process of recruitment, identification and selection of student participants in accordance with Federal program guidelines. Develop and implement appropriate programming and support services for students. Meet federal grant compliance issues, including submission of Annual Performance Report. Oversee federal funds and monitor TRIO SSS budget. Develop and implement all activities and services in a manner to meet SSS project objectives. Assign and oversee the work of TRIO staff. Lead key activities such as informing the College of TRIO goals, eligibility requirements of SSS; orientation, transfer workshops, college visits, financial aid and topical workshops. Supervise the activities of the TRIO Learning Center. Monitor the progress in meeting the program's retention, graduation and transfer goals. Develop and lead cultural activities to engage students.

**Qualifications:**

- Master's degree in Education, Counseling, Psychology or closely related field, with three years' experience and/or training in student support services, academic advising, career development, program management, or an equivalent combination of education, training and experience
- Demonstrated sensitivity to the needs of a diverse student population in an open-enrollment environment
- Experience working with traditional and adult learners
- Strong interpersonal, presentation and written communication skills
- Three years' experience with management of staff, budgets, and federal programs, and developing and implementing student support services
- Previous experience working with low-income, academically disadvantaged, or disabled students preferred.

**Additional information:**

Source of Funding: Federal TRIO grant  
Area of Assignment: Student Affairs  
Supervisor: Vice President for Student Affairs

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part-Time

**Application Procedures:** For consideration, submit cover letter, resume, and names and telephone numbers of three current professional reference to Heidi Bailey, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [hbailey@berkshirecc.edu](mailto:hbailey@berkshirecc.edu)

**Application closing date: June 30, 2016.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

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