



Date: May 1, 2018

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

Salary: Estimated range \$60,888 - \$64,790 (per MCCC contract) with benefits

Effective: July 2018

Position Summary: Oversee the Student Support Services (SSS) TRIO Program. Work to ensure that student enrollment goals and student success benchmarks are met. Manage 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 program assistant and work student students. 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. Coordinate 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 five years' experience and/or training in student support services including academic advising, career development, and 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.
- Significant 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

Application closing date: May 21, 2018. 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.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext. 1022, Susan B. Anthony Annex Building, Room A19.