



POSITION TITLE: Director, TRIO Grant Project
(Full-time, Regular)
CLASSIFICATION: Professional
REPORTS TO: Dean, Student Services/College Director of Student Support
Programs and Services
PRIMARY WORKSITE: Beatrice Campus (Multi-campus responsibilities)

GENERAL DESCRIPTION OF POSITION:

Under the direct supervision of the Dean, Student Services/College Director of Student Support Programs, the Director, TRIO Grant Project provides leadership and direction for the grants objectives. Duties include developing, organizing, recruitment, assessments, advising, counseling, implementing, and evaluating a student support and retention program, which is consistent with the goals and objectives identified by the TRIO grant and the college. The Director, TRIO Grant Project provides leadership for the college in relation to grant goals and objectives including increasing retention and graduation rates of project participants, increasing transfer rates of eligible students to 4-year institutions, and fostering an institutional climate supportive of the success of low income and first generation students and individuals with disabilities. Provides leadership training and supervision of staff, organization and management of programs, budgets, activities, policies and procedures.

Normal work hours for this grant funded exempt position are scheduled between 8:00 a.m. and 5:00 p.m., Monday through Friday, requiring a minimum of a 40-hour workweek. Special projects and assignments and periodic increases in workload may require evening and weekend work on an infrequent basis. This is a full time grant funded position based on a 260-day work calendar.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Counseling, Clinical Psychology, Marriage and the Family, or Social Work.
2. One (1) year professional work experience in counseling/career planning.
3. One (1) year administrative experience in training and supervision of staff, organization and management of programs, budgets, activities, policies and procedures.

DESIRED QUALIFICATIONS:

1. Experience in a community college or post-secondary setting in the student services areas of counseling, career planning/advising, testing, assessment, admissions or related area.
2. Knowledge and experience with data collection, analysis, and reporting for the purposes of planning, budgeting, grant writing.
3. Eligible for licensure as a Licensed Mental Health Practitioner in Nebraska.

MINIMUM SALARY: \$40,650/yr., commensurate with education and experience.

APPLICATION PROCESS: Hiring process includes background check. Application review begins immediately. To be considered complete a Southeast Community College application on or before, Thursday, November 5, 2009. Resumes cannot be used as a substitute for an application. Starting Date: As soon as possible.

APPLICATION PACKET/ MATERIALS available at www.southeast.edu or by calling: 402-323-3421, Human Resources, Southeast Community College, 301 South 68th Street Place, Lincoln, NE 68510-2449.

COLLEGE AREA: The Southeast Community College Area is composed of fifteen counties with campuses at Beatrice, Lincoln, and Milford.

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admissions, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy.