



Title TRIO Student Support Services Director

Department:	Dean of Retention and Academic Support Services
Status:	Full-time
Classification:	Administration
Start Date:	Immediate

A federal TRIO Student Support Services grant funds this position. Funding is available for the five-year period of the grant, with a possibility for renewal. The purpose of the SSS Program is to increase the number of disadvantaged low-income college students, first-generation college students, and college students with disabilities in the United States who successfully complete a program of study at the postsecondary level.

The Director is responsible for the overall design, management, supervision, evaluation, and implementation of the grant components. The Director also is the primary individual responsible for informing the campus of the SSS goals/objectives and achievements and for establishing collaboration with other campus departments to serve first generation, low income, and disabled students. The primary objectives for this TRIO grant are increasing retention of students served; increasing the number of students served who are in good standing; and increasing the completion rate for those students who are served. The Director also will ensure correct and proper reporting to the US Department of Education.

Responsibilities of this position would include

1. Provides overall project management in compliance with the US Education Department General Administrative Regulations (EDGAR) and Uniform Guidance, all other applicable Federal regulations and requirements, and NDC policies and procedures.
2. Ensures accomplishment of SSS project objectives. Coordinates and supervises evaluation of the effectiveness of the SSS project and its services.
3. Advertises for, interviews, hires, trains, supervises, and evaluates SSS Staff.
4. Develops Managed Achievement Plans (MAPs) for, monitors and advises caseload of 20 program participants.
5. Coordinates SSS graduate/professional school advising/enrollment services, the Special Orientation Seminar, the Success Skills Seminar, cultural activities, and disability accommodations. Monitors personal counseling referrals.
6. Collaborates in the development and administration of the program budget.
7. Oversees participant assessment, monitoring, and implementation of services and activities.
8. Markets and informs prospective students as well as other campus constituents including faculty and staff about SSS objectives, services, and procedures.
9. Works with other NDC departments to monitor participant retention and develop policies that will improve student retention.

10. Prepares Annual Performance Reports for the Department of Education, NDC, and any other entities that require them.
11. Attends professional development opportunities, including national and regional focused TRIO leadership opportunities, to enhance program success.

Required Qualifications

- Master's Degree in Education Administration, Guidance/Counseling, College Student Personnel, or related field
- Minimum 5 years of higher education experience in student success, retention, adult education
- Minimum 2 years of experience designing, managing, or implementing SSS or a similar project, including budget management
- Federal grants management, budget management, and staff supervision experience
- Excellent communications skills
- In-depth knowledge of academic, social, cultural, socio-emotional, and economic needs of disadvantaged students

Preferred Qualifications

- Doctorate in Education Administration, Guidance, Counseling, College Student Personnel, or related field

HOW TO APPLY: Please send a resume, and cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.