

POSITION DESCRIPTION

JOB TITLE: EDUCATIONAL OPPORTUNITY CENTER (TRIO) DIRECTOR

DEPARTMENT: STUDENT AFFAIRS

SALARY RANGE: \$51,691 - \$60,640

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: VICE PRESIDENT OF STUDENT AFFAIRS

SCHEDULE DETAILS: FULL-TIME/12 MONTH POSITION/PSRS

DATE OF LATEST REVIEW/REVISIONS: April 2024

Position Summary

Crowder College is looking for an Educational Opportunity Center Director with the skills and experience to serve 1,000 residents in the five counties of southwest Missouri who seek advisement to enter, reenter, or continue postsecondary education, help with college admissions and financial aid application processes, financial literacy, academic, career, and educational advising, and guidance in school reentry or High School Equivalency testing. When the Educational Opportunity Center Director and department are winning, participants are receiving excellent and individualized assistance, in a positive atmosphere, while meeting annual project objectives. The EOC Director is directly supervised by the Vice President of Student Affairs. The position is federally-funded and contingent upon continued grant funding.

Essential Job Duties

- Implement all facets of the EOC Program
- Work cooperatively with other TRIO Directors and related college support personnel
- Direct activities to identify and document eligible participants' needs for EOC project services
- Establish and maintain close working relationships with community agency staff, high school staff and administration, social service agencies, businesses, and postsecondary education personnel
- Disseminate information to residents, agencies, schools, and businesses
- Consult with community agency staff, high school staff and administration, social service agencies, businesses, and college personnel on behalf of participants
- Coordinate maintenance of complete and accurate confidential participant files
- Prepare all necessary U.S. Department of Education reports and grant documents
- Prepare and updated Policies and Procedures manual
- Prepare the annual EOC budget
- Design, develop, and implement project services throughout the project year
- Coordinate and conduct workshops and one-to-one appointments to provide participants with college admission and financial aid support
- Plan and implement an evaluation plan for all EOC services and activities
- Hire, train, supervise, and evaluate all EOC staff
- Fulfill any other duties which job-related circumstances may demand

Required Knowledge, Skills & Abilities

- Bachelor's degree in higher education, education, guidance and counseling, or closely related field.
- Three years of experience in academic advising and/or academic services.
- Experience working with students, adults, and/or disadvantaged populations.
- Excellent communication and interpersonal skills.
- Ability to work independently with no direct on-site supervision.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, professionals, and the public.
- Ability to drive an automobile and a clean driving record required.

Preferred Knowledge Skills & Abilities

- Master's degree in any of the above related fields

Information Technology Abilities

- Ability to operate a personal computer within the Crowder College Network environment using the currently available Microsoft Windows operating system.
- Ability to use E-mail and associated calendaring/scheduling applications.
- Ability to perform basic word processing using MS Word.
- Ability to perform basic spreadsheet functions using MS Excel.
- Ability to use other computer programs as needed.

Positions Supervised

- All staff in the Educational Opportunity Center program

Working Environment:

- Generally, indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals. Travel between sites will be necessary.
- Normal college working hours, with some evening and/or weekend work required from time to time.
- Must be able to travel several days a week as well as an occasional overnight trip.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- Generally sedentary work involving sitting most of the time but will involve outdoor mobility within the campus and various sites (even in inclement weather) engaging in physical activities such as walking (sometimes long distances) when helping with student activities.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively both orally and in writing. Excellent interpersonal skills with a proven ability to relate to students, faculty, staff, administrators and the community.

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