

Director of Student Support Services/TRIO

Student Support Services/TRIO is a federally funded program that provides student participants with opportunities for academic development and enrichment outside the classroom to promote college retention and completion. The Director of Student Support Services/TRIO is responsible for overseeing the daily operations of this grant-funded program. This position reports to the Senior Executive Director for Grants.

Duties and Responsibilities

- Recruiting, identifying, and selecting student participants.
- Hiring, training, and supervising program staff.
- Preparing and submitting program-related reports for the College and federal reporting.
- Serving as a resource for assessment, accreditation, and grant applications.
- Complete management and oversight of program budget.
- Serving as a vital team member for the Students Services department.
- Develop effective working relationships with academics, recruitment, and marketing.
- Representing and promoting the college in a positive manner and being active in the community.
- Perform other duties assigned.

QUALIFICATIONS, SKILLS, AND ABILITIES

A minimum of three years of experience is required in a combination of roles, including working directly with students, supervising personnel, managing budgets, and compiling, analyzing, and reconciling detailed statistical or numerical information. Experience in performing these tasks within an educational setting is preferred. Compliance with program, college, state and federal regulations is mandatory.

Qualified applicants must possess excellent interpersonal, written, and oral communication skills. They should have the ability to motivate a team and foster positive professional relationships with faculty, staff, and the community. A Master's Degree is required.

Expected Salary Range: \$47,840 to \$53,820 Salary commensurate with experience and qualifications. All interested qualified candidates are encouraged to apply.

Please submit an EACC application, cover letter, resume, and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335, via email to humanresources@eacc.edu, or complete an online employment application located at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled.