



TRIO SSS Program Coordinator II

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a **TRIO SSS Program Coordinator II**.

TRIO Student Support Services Mission Statement

The mission of the TRIO Student Support Services program at Helena College is to increase the retention, transfer, and graduation rates of first-generation students, income challenged students, and students with documented disabilities. TRIO provides supportive services such as academic and career advising, comprehensive academic support and financial aid and financial literacy education. TRIO SSS program staff collaborates with each TRIO participant to assist them in attaining their personal, educational, and career goals.

Duties and Responsibilities

The employee assigned to this position reports to the Director of TRIO and supports the services, activities, and offerings of the TRIO SSS program. This position is under limited supervision of the Director. The person in this position provides the overall organization and oversight of SSS program's data collection and reporting, budget oversight, marketing decisions, and general office coordination of services and programs. In addition, the employee in this position manages all interactive multimedia, marketing, electronic recruitment, web site updates, and technology efforts for the TRIO program. In summary, the person assigned to this position provides communication and marketing, technology, programming, and administrative support for the TRIO program in support of its participants.

In order to effectively accomplish the goals of this position, the following responsibilities have been assigned:

- Serve as a first contact with the public and first screening for prospective students.
- Provide administrative, financial, research, analytical, report and program resource management support for TRIO Student Support Services program.
- Coordinate and implement all interactive multimedia, market, electronic recruitment, web site updates, and technology efforts for the TRIO program.
- Assist with the tracking of federal, state and institutional reporting requirements.
- Manage student population through quality communication and forecasting of needs, and programming.
- Provide students with technology support.

Minimum Qualifications:

The person assigned to this position should possess, at a minimum, an associate's degree in a related field, as well as at least on (1) year of closely related professional experience; or any combination of experience and education that would provide the competencies required to successfully discharge the duties assigned to this position.

In addition, the following attributes are considered highly preferred for this position:

- Previous experience in TRIO or working closely with those considered to be disadvantaged students in need of academic support.
- Effectively use Microsoft Office; strong communication skills; media savvy; ability to work within HC and the Federal TRIO policies and procedures for the administration of the program.

Benefit and Salary Information:

\$15.04 per hour.

Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), retirement plan, life and disability insurance options, flexible spending and dependent care account options, and optional long-term care insurance. Additional information on benefits can be found by visiting:

<https://choices.mus.edu/employees.asp>

Application Procedures:

Please email your cover letter, resume, transcripts and references to:

hchumanresources@helenacollege.edu.

Deadline to Apply:

This position is open until filled, the first review is extended to Thursday, October 8, 2020, at 11:59 pm. Applications received after this date may be considered until an adequate applicant pool has been established.

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Criminal Background Investigation is required prior to Offer of Employment

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran's Preference

Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.

Applicants requesting veterans' or disability hiring preference must provide appropriate documentation to verify eligibility.

Appropriate documentation includes the following:

-DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)

-Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)

-Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).

Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College

This information is *voluntary* and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:

Last Name:

First Name:

Middle Initial:

Gender: Male Female

Race/National Origin:

White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:

No Military Service

Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?

Newspaper Job Service Referral Posting Web Career Fair Other: