

TRiO McNair Program Director
Old Dominion University

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Posted Mar. 26, 2024, set to expire Oct. 31, 2024

Job Title	TRiO McNair Program Director
Department	ODU TRIO MCNAIR
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Mar. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Graduate Education Academic Affairs
Job Website	https://jobs.odu.edu/postings/20621

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Job Description

The Director of the Ronald E. McNair Post Baccalaureate Achievement program is responsible for the management, administration, implementation, and evaluation of the university's TRIO McNair grant. This includes leading and directing program staff and student participants. The Director provides oversight to each aspect of the program: grant-writing, budget, personnel, marketing, recruitment and retention of qualified student participants, programs, services, meeting grant objectives, and reporting.

Minimum Qualifications

- **Master's degree required** in higher education administration, student development, counseling, social work, or STEM-related field from an accredited college or university.
- Considerable experience in staff supervision, budget management, program development and evaluation, reporting, and compliance with federal regulations.

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- Experience in collegiate administration, teaching, scholarly activities, developing research materials, or working with academic support programs to promote graduate school enrollment and doctoral degree attainment.
- Knowledge of academic programs, research, and scholarly activities.
- Demonstrated ability to effectively plan, organize, and direct programs and operations.
- Ability to establish and maintain effective working relationships with students and faculty from various racial and ethnic groups and underrepresented populations.
- Knowledge of barriers and challenges to postsecondary education faced by underrepresented college students.
- Experience working with academic support programs to promote graduate school enrollment, including knowledge of graduate school application, admission, and funding processes.

Preferred Qualifications

- Doctorate degree preferred in higher education administration, student development, counseling, social work, or STEM-related field from an accredited college or university.
- Experience in designing and implementing Federal TRiO programs or similar educational opportunity programs.
- Experience advising, planning, and coordinating services for underrepresented college students.
- Knowledge of TRiO or other higher education academic programs, support services, and effective practices supporting student recruitment, retention, and development.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact