

TRiO McNair Program Director
Old Dominion University

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Posted Jul. 1, 2025, set to expire Nov. 1, 2025

Job Title	TRiO McNair Program Director
Department	ODU TRIO MCNAIR
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Jul. 1, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Undergraduate Education Teaching & Learning Research
Job Website	https://jobs.odu.edu/postings/23534

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Job Description

Job Summary

The Director of the Ronald E. McNair Post-Baccalaureate Achievement Program at Old Dominion University provides leadership, strategic direction, and oversight for this federally funded TRIO grant. The Director ensures compliance with U.S. Department of Education regulations and serves as Principal Investigator (PI). Responsibilities include managing staff, budget, reporting, recruitment, programming, partnerships, and continuous improvement efforts that prepare first-generation, income-eligible, and underrepresented students for doctoral study.

Essential Duties and Responsibilities:

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Program Leadership & Compliance

- Serve as the PI and ensure full implementation of the grant in alignment with federal regulations, TRIO legislation, and institutional policy.
- Interpret and apply McNair statutes, eligibility criteria, and allowable cost guidelines.
- Lead program planning, compliance tracking, and internal/external evaluations.
- Ensure timely progress toward stated objectives and reporting deadlines.

Administrative & Fiscal Oversight

- Oversee budget operations, ensuring compliance with federal and institutional policies.
- Maintain documentation of all expenditures and services.
- Prepare and submit the Annual Performance Report (APR) and other required reports.
- Support long-term program sustainability through strategic planning and recompetition preparation.

Supervision & Staff Development

- Recruit, train, supervise, and evaluate staff and student workers.
- Provide leadership that fosters high-impact practices and collaborative team culture.
- Delegate responsibilities and ensure accountability in recruitment, data management, and program delivery.

Student Development & Programming

- Oversee recruitment, selection, and verification of eligible participants.
- Manage academic-year and summer programming, including research, mentorship, and graduate school preparation.
- Provide guidance on graduate admissions, funding (fellowships, assistantships), and career pathways.
- Track student progress and outcomes to ensure effectiveness.
- Offer opportunities for scholarly, cultural, and professional enrichment.

Partnerships, Outreach & Communication

- Build and maintain relationships with faculty mentors, graduate programs, and institutional partners.
- Increase program visibility through events, presentations, and marketing.

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- Represent the program to the U.S. Department of Education and TRIO community.
- Advocate for systemic access and success for underrepresented students in doctoral education.

Required Qualifications:

- Master's degree required in higher education administration, student development, counseling, social work, or a 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.
- 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, ethnic, and underrepresented backgrounds.
- Knowledge of the barriers and challenges to postsecondary education faced by underrepresented college students.
- Experience supporting graduate school admissions and funding processes, including familiarity with fellowships, assistantships, and other graduate financial aid opportunities.

Preferred Qualifications

- Doctorate degree (or significant progress toward a doctorate) in higher education administration, student development, counseling, social work, STEM, or a related field from an accredited college or university.
- Experience designing, implementing, and/or leading Federal TRIO programs or similar educational opportunity initiatives.
- Advanced experience advising and coordinating services that support first-generation, income-eligible, and underrepresented students, particularly those preparing for graduate school.
- Knowledge of TRIO programs, academic support services, and high-impact practices that promote student recruitment, retention, research engagement, and graduate school attainment.
- Experience supporting undergraduate research programs and the graduate school application process.
- Former participant in a TRIO or similar college access program (preferred per U.S. Department of Education guidance).

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Conditions of Employment

- This is a full-time, in-office position located on the campus of Old Dominion University.
- Office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m.
- Must be available to work occasional evening and weekend events, as well as overnight travel for conferences and student trips.

Funding Statement: *This position is fully funded by the U.S. Department of Education through the TRiO Ronald E. McNair Post-Baccalaureate Achievement Program grant and is contingent upon continued federal funding.*

Contact Information

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

Contact

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