



## **Director of TRIO and Accessibility Services**

Gogebic Community College seeks candidates for the Director of TRIO and Accessibility Services. Administers and supervises the federal Student Support Services TRIO grant's programmatic, personnel and budget functions. The Director of TRIO and Accessibility Services reports to the VP of Student Services & Athletics. The starting salary for this position is \$58,227 annually with a range of \$58,227 to \$74,107. This position serves as an academic advisor and coordinates accessibility services. The incumbent in this job is expected to assist the College in achieving its vision and mission. Student focus, college service, and a willingness to assist as needed are expectations for all employees.

It is important that there is recognition, acceptance, and adherence to the community college mission and philosophy from our candidate.

## **Essential Duties and Responsibilities:**

- Manages the federal Student Support Services (SSS) TRIO grant budget, monitors grant expenditures and disbursements in accordance with program objectives, as well as federal, state, and institutional policies.
- Maintains current knowledge base of SSS and accessibility services legislation, including regular attendance at national and regional conferences.
- Generates timely financial reports and statements, and completes annual program reports in compliance with federal, state, and institutional policies.
- Hires, trains, supervises, and evaluates grant staff.
- Conducts day to day administration and management of SSS TRIO Program which provides support services to students meeting the federal requirements of first generation status, qualifying taxable income, and students with disabilities, including directly recruiting and selecting program participants.
- Develops, implements, supervises, and evaluates events and activities in accordance with program goals and objectives, to enhance participants' academic skills, increase retention, graduation and transfer rates, and facilitate participants' entrance into baccalaureate institutions.
- Creates, instructs, and monitors effectiveness of SSS course.
- Develops, supervises and maintains an efficient system of admission, monitoring of academic progress and service records on participants in accordance with federal regulations.
- Serves as a primary advisor for SSS participants, meets with SSS participants to keep current on academic needs and progress.
- Supervises the role of all consultants and external evaluators of the grant.
- Serves as liaison with governmental offices and campus units connected with the program.
- Serves on a variety of committees associated with the SSS program and its participants.
- Prepares continuation grant applications.
- Disseminates information about SSS services provided by the college in conjunction with GCC's marketing plan, and regularly explores new dissemination opportunities.
- Manages and updates SSS webpage located on GCC's website.

- Serves as a general student advisor.
- Collects and maintains accessibility documentation, determines services, and maintains files for all students.
- Oversees all testing services through the ACES Center.
- Occasionally day and overnight travel required with and without students for programming and campus visits.
- Performs other duties as assigned.

### **Ability To:**

- Provide technical leadership in SSS programs.
- Work with diverse populations.
- Develop and maintain budgets, keep records, write reports.
- Research, interpret, and integrate knowledge into operating the SSS program.
- Ensure adherence to grant rules, regulations and procedures.
- Effective verbal and written communication.
- Operate a PC and related software.
- Maintain effective working relationships with other people.

### **Knowledge of:**

- Principles and practices of SSS programs.
- Characteristics and needs of SSS student population.
- Grant applications and administration.
- Applicable laws and regulations pertaining to SSS program and accessibility services.
- TRIO rules, grant requirements, and procedures.
- Budgeting, record keeping and report writing.
- College operations.
- Academic advising.
- Community college philosophy and mission.
- Collegiate accessibility services.

### **Required Qualifications:**

- Master's degree required. Degree in Educational Administration, Student Personnel Services, Psychology (or related social science degree), or related Research preferred.
- Must have a valid driver's license.

### **Preferred Qualifications:**

- Two years of experience in grant management, preferably in TRIO programs, SSS preferred.
- Grant writing experience.
- Three years of experience in higher education administration, working with disadvantaged students.

This full-time, non-affiliated position is 75% grant funded and 25% institutionally funded and will be funded until August 31, 2025. This is currently year two of a five-year grant cycle. Continuation of this position is dependent on a successful grant proposal. We have had four consecutive renewals of our original grant from 2001.

## **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. This position involves occasional day and overnight travel with and without students.

### ***Don't just work here... Live here.***

#### **About Our College:**

Gogebic Community College is more than a place to work. It's a place to be.

As an Aspen Award finalist and the premier provider of quality two-year education in Michigan's Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality.

Gogebic supports more than 1,000 students with small class sizes and an outcome focused philosophy.

Gogebic Community College's "Go BOLD" motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

#### **About Our Region:**

A few miles north of ordinary lies the Upper Peninsula's Gogebic region.

Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan's last unspoiled gems.

#### **A Bold Place to *Work*...**

Gogebic is more than a community college... It's a college community—known for supportive leadership and dynamic, down-to-earth employees.

A community institution at the heart of our region's workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond. Combining high standards with a "serving the top 100%" approach, Gogebic Community College is a place to make a stand for your career...and make a difference in the lives of students.

### **A Bold Place to *Ski*...**

Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC's nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

### **A Bold Place to *Be*...**

The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself.

Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture. Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest. With a persistent economy driven by a mix of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

### **Gogebic's Mission**

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

### **Application Process**

Review of applications will begin immediately and continue until the position is filled.

**Interested individuals should submit a portfolio containing all the following in one email, or mailed in one envelope to the President's Office:**

1. Letter of interest
2. Detailed resume
3. Three references with current contact information
4. [GCC Application for Employment](#)
5. Unofficial transcripts (official transcripts are required before employment)
6. Other relevant material

[careers@gogebic.edu](mailto:careers@gogebic.edu)

President's Office

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*Gogebic Community College is an equal opportunity educator and employer.*