



Title: McNair Program Coordinator, Education Opportunities Program

Requisition ID: 8603

Location:

Hammond, IN, US

Date: Jul 11, 2020

Job Summary

The Coordinator provides supervision for routine functions and activities for the Ronald E. McNair Post-Baccalaureate Achievement Program. In addition to limited budget and administrative duties, the Coordinator also manages academic and mentoring support to scholars by working with the Director to develop Individualized Service Plans, providing direction for academic skill development, mentor and counseling support, and supervises learning assistants.

Core Competencies

Must be able to show demonstrated success in planning and implementing program and activities that increase the likelihood of first generation and low income students receiving baccalaureate degrees and enrolling into graduate programs; demonstrated commitment to educational opportunity; and demonstrated experience working with diverse student populations. Must have knowledge in developing varied study skills approaches and resources for graduate school financial aid assessment and evaluation; superior supervisory, written, and oral communication skills; ability to share overall vision and philosophy of the program; superior listening and critical thinking skills are necessary; and ability to multi-task. Some overnight travel is required. Grant proposal preparation and fiscal budgeting/planning experience preferred. Knowledge of rules and regulations set forth by the NCAA and conference be maintained, reviewed and practiced to ensure compliance relative to applicable duties.

Education

Requires Bachelor's degree

Experience

Three years of administrative experience with a TRIO or similar type program serving in the capacity of counselor or similar position. Equivalent combination of experience and education will also be considered.



FLSA Status
Exempt