

 **PROGRAM MANAGER**

 **TRIO MCNAIR**

**REPORT TO:** McNair Project Director

**E CLASS:** FT 12 Month

**FLSA:** Exempt

**PURPOSE:**

TRIO McNair Project invites applications for the position of Program Manager. This position is responsible for facilitating the student intake process, facilitating McNair workshops, maintaining connections with McNair scholars and graduate programs, documenting and entering student participation data, providing varying levels of problem-solving for staff, and assisting students in accessing institutional resources while working with the students throughout their students’ educational journey as a McNair scholar. Responsible for the training and coordinator of McNair-related efforts with faculty and staff. Coordinate essential preparatory activities such as research studies and internships, tutoring, success coaching, GRE prep, contact maintenance with students and families, arranging study groups, developing Individual Student Achievement Plans, developing and monitoring the academic programs, and arranging graduate campus visits. This is a grant-funded position and is secure only during the funding period.

**REQUIRED QUALIFICATIONS:**

The Program Manager shall have earned a minimum of a master’s degree in Education, STEM discipline, Social Sciences, Social Services, or a related field; a minimum of three years of experience in higher education or public education; experience working with community organizations or social agencies, excellent administrative skills and a clear commitment to the goals and objectives of the McNair Program; ability to provide direction to the McNair Program faculty/staff in developing an academic atmosphere conducive to the implementation of program objectives; ability to implement an on-going plan for evaluation of the McNair Program; and experience working with low income, first-generation, and underrepresented students. Experience working with TRIO programs or working with a diverse, academically challenged, or disadvantaged student population is required.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Organize and maintain a confidential filing system and database for all participants, activities, and services.
2. Assist in tracking McNair participants to collect data on retention, graduation, grade point averages, and transfer rates for project evaluation
3. Disseminate information about program services to other staff members and Miles College student applicants and/or enrollees to assist with identifying first-generation, low-income, and disabled students.
4. Assist with recruitment and selection of new participants.
5. Assist with creating and maintaining an online database to facilitate records retention.
6. Serve as the McNair advisor and create schedules with participants at prescribed intervals to review academic progress, performance, personal concerns, and other relevant issues.
7. Gather, evaluate, and maintain necessary records in student participant files.
8. Assist the Director in creating relationships with partners.
9. Serve as a chaperone for cultural/educational trips and student research opportunities.
10. Develop and maintain supportive relationships with assigned participants.
11. Maintain all office records and contribute to completing all reports and records for federal compliance as well as Miles College objectives and outcomes.
12. As an advisor, assist with registration activities as needed.
13. Assist Director in writing reports.
14. Perform other duties as assigned by the supervisor.

**WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

**TRAVEL:**

Travel may be required.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu. *Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future*.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

Miles College is an equal opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/title-ix).