

POSITION VACANCY

Assistant Director, TRIO Student Support Services

Westminster College is currently seeking applicants for the Assistant Director of the TRIO Student Support Services (SSS) Program. This full-time, 12-month position reports to the Director of TRIO SSS. A successful candidate will be prepared to collaborate with staff across the College to support the academic success, retention, and successful graduation of students within the program, and to assist the Director with day-to-day operations of the program. The position is funded by a U.S. Department of Education grant, and the continuation of the position is contingent on continuing federal support.

Required Education and Work Experience:

- Master's degree in education, counseling, or a related relevant field from an accredited college or university.
- Minimum of four (4) years of appropriate and relevant professional experience working in a federal TRIO program, student support program, or a related program for disadvantaged or at-risk college students.

Preferred Experience and Competencies:

- Direct experience working with an SSS program is highly desirable.
- Ability to maintain a caseload of students and provide them with effective support and coaching through 1-on-1 sessions, workshops, and other programming.
- Skill in designing and facilitating workshops on academic, career, financial literacy, and personal wellbeing topics.
- Experience supporting students in setting academic, career, and personal goals, and providing ongoing monitoring and coaching to support goal achievement.
- Ability to provide support and coaching to students preparing for life after college, including graduate school exploration and career preparation.
- Familiarity with the financial aid application process and strategies to navigate paying for college while minimizing loan debt.
- Proficiency with data management systems to track participant progress and assist the director with program evaluation and monitoring.

Westminster College is a nationally recognized liberal arts college, known for its collaborative environment, outstanding experiential learning programs, and focus on student success. Related to the Presbyterian Church (U.S.A.), Westminster was founded in 1852 as the first college in the country to offer the same degrees to all people, regardless of gender, race, or religion. Westminster has been ranked among the nation's top schools for "Top Colleges Doing the Most for the American Dream" (NY Times), "best value for the money" (College Factual), employment success (Educate to Career Index), graduation rate performance (U.S. News), social mobility (Washington Monthly), women in STEM disciplines (Forbes), service-learning (President's Higher Education Community Service Honor Roll), and other categories. Westminster's historic campus is located in New Wilmington, PA, a beautiful rural setting near Pittsburgh, Erie, and Cleveland.

To Apply:

Please send a cover letter, resume or CV, and a list of at least three professional references by email to Erik Austin, Director of TRIO SSS, at austined@westminster.edu. Priority consideration will be given to applications received by September 8th but will be accepted until the position is filled. Any offer of employment is subject to receipt by Westminster College of satisfactory references, verification of employment and education, and Act 153 background clearances.

Westminster College is an Equal Opportunity Employer.