

WESTMINSTER COLLEGE

POSITION ANNOUNCEMENT

Program Director, TRIO Student Support Services (SSS). Westminster College, New Wilmington, Pennsylvania. Westminster College seeks student-oriented candidates for a new TRIO Student Support Services program, funded with support from the U.S. Department of Education. Successful candidates will be poised to work with staff across the College to implement, promote, and recruit for a program that supports the retention, persistence, and graduation outcomes for eligible students. This full-time administrative position (11 months) reports to the Vice President for Academic Affairs.

Required Education and Work Experience

- Master's degree or higher in education, counseling, the social sciences, or related field from an accredited institution of higher education.
- Minimum two years of experience with supervising staff, creating and managing budgets, developing and assessing support and training programs, and ensuring compliance with institutional, state, and/or federal policies and regulations.
- Minimum two years of experience providing academic support to college students with diverse characteristics, such as through a TRIO Student Support Services or similar program.
- Demonstrated experience in designing, managing, and/or implementing a TRIO Student Support Services or similar program.

Preferred Experiences and Competencies

- Personal history or experiences that are similar to those faced by SSS participants (e.g., first-generation, Pell-eligible, disabled).
- Direct experience with initiatives that focus on student retention and success.
- Demonstrated ability to collaborate with others to coordinate support of college student learning and development.
- Demonstrated history of evidence-based decision making to improve student learning and development.
- Demonstrated ability to communicate both orally and in writing to various audiences.
- Demonstrated history of successful grant administration, including student tracking and follow-up reporting.

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. Around 1,200 undergraduate and graduate students benefit from close personal attention from dedicated faculty while choosing from 41 majors, 10 pre-professional programs, and 80 student organizations. Westminster's historic campus is located in New Wilmington, PA, a beautiful rural setting near Pittsburgh and Cleveland.

Applications will be accepted until an appointment is made. Email cover letter, curriculum vitae or resume, statement of student support philosophy, and a list of at least three professional references to Dr. Jamie McMinn, Vice President for Academic Affairs, mcminnj@westminster.edu. Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.