TRIO Coordinator

DEPARTMENT: Institute for Educational Opportunities
Closing Date: Review will begin January 8th and continue until position is filled
Employment Detail: Permanent, Full-Time
(some weekends & evenings, and traveling at least once per week)

DUTIES:
- Develop, execute, monitor, and evaluate student service offerings and plan of operations for each school.
- Recruit, recommend for hiring, schedule, train, supervise, and evaluate all tutors or referring tutor programs.
- Assist in identifying, recruiting, and selecting student participants for both MTUB and TS programs.
- Provide MTUB and TS information to target schools.
- Assist in assessing and prescribing a plan of project services for each participant.
- Maintain a presence in target schools by recruit students, conduct participant follow-up, and meet with appropriate school personnel.
- Maintain and facilitate communication between project, participants, parents, and target schools.
- Provide leadership for effective parental and community involvement.
- Contribute to the annual development and daily delivery of approved curriculum for program participants and/or program staff.
- Deliver financial literacy services to students and their families.
- Seek professional development via trainings and engagement with professional associations.
- Attend all Institute and program meeting at Montana Tech.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree in education science, mathematics or related field.
- Previous experience with 6th-12th grade students.
- Previous experience as a project leader responsible for student-oriented projects.
- Clear understanding of Montana post-secondary educational opportunities, admission requirements, application procedures, and financial aid nuances.

REQUIRED SKILLS:
- Excellent oral and written communications skills.
- Proficient in Microsoft Office and ability to work with various Medias.

PREFERRED QUALIFICATIONS:
- Educational Degree with teaching and/or advising experience.
- Experience working with culturally diverse people in an academic setting.
- Experience in working with federal grants.
- Well versed in community resources of Butte.
- Comfort level with teenage students and advising the adolescent development process.
- Per grant requirements, applicants who grew up low income and/or are the first in their family to complete a bachelor's degree.

To apply, please submit the following items:
- Cover letter which specifically addresses the above-mentioned qualifications
- Resume’
- Name and contact information for 3 professional references
- Authorization for Criminal Background Investigation

The Equal Opportunity and Affirmative Action Office at Montana Tech strives to support a diverse community accepting of all individuals regardless of their race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. This office will work to eliminate barriers which inhibit persons from achieving their full potential in education, employment, and other programs and services at the University.

The items listed above should be sent to:
Montana Tech Personnel Office
1300 West Park Street
Butte, MT 59701
Phone: 406-496-4380 Fax: 406-496-4387 e-mail: cisakson@mtech.edu

Any offer of employment is contingent upon a satisfactory criminal background check. An authorization for a criminal background check form must be submitted with application material.

www.mtech.edu/employment