BLOOMSBURG UNIVERSITY of PA
TRIO Student Support Services

Job #24900-18-477 This is a posting for consideration by PASSHE faculty with rights under Article 29 of the Agreement between APSCUF and PASSHE. The TRIO Student Support Services Program at Bloomsburg University of PA is seeking a Full-Time, Temporary 100% Assistant Director for the 2019-2020 academic year contract contingent upon funding availability.

Requirements:
1. Master’s Degree required in Education, Social Work, Counseling or a related human service area
2. Seven years of experience providing direct service to students in a grant-funded TRIO program including a minimum 5 years of experience in TRIO Student Support Services
3. Demonstrated experience and success in TRIO grant writing
4. Demonstrated success in developing and maintaining a TRIO program policy and procedure manual consistent with federal guidelines
5. Experience managing a tutorial lab including monitoring and training professional tutorial staff
6. Effective oral/written communication skills and demonstrated experience working with diverse populations
7. Knowledge of and experience in academic advisement including Freshman Year Experience and Sophomore Transition programming, career development, guidance, financial aid/financial literacy, and the college/graduate school admission process
8. Experience in supplemental instruction for a minimum of two (2) college disciplines and study skills, time management, test-taking strategies and financial literacy
9. Ability to work evenings and weekends.

Application Process:
Send a letter of interest, resume, unofficial transcripts and contact information for three professional references. Faculty members applying for preferential hiring rights under Article 29 of the Agreement between APSCUF and PASSHE must submit all application materials to: bupresidentarticle29@bloomu.edu - Amanda Biddings, Office of the President, Bloomsburg University of PA, 400 East Second Street, Bloomsburg, PA, 17815.

Prior to a final offer of employment, the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification, Pennsylvania Child Abuse History Clearance, and criminal background check. Completion of this search is contingent upon available funding.
The University encourages applications from historically under-represented individuals, women, veterans, and persons with disabilities and is an AA/EEO Employer.

Bloomsburg University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation, contact: Title IX Coordinator, Bloomsburg University of Pennsylvania, Warren Student Services Center, 400 East Second Street, Bloomsburg, PA 17815; Phone: 570-389-4529; Email: titleixcoord@bloomu.edu.

Additionally, inquiries concerning Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, The Wanamaker Building, 100 Penn Square East - Suite 505, Philadelphia, PA 19107; Phone: 215-656-6010; Fax: 215-656-6020.