

Director of TRIO Pre-College Programs (Upward Bound/Educational Talent Search)

Position Announcement

Position Details

Proposed Start Date	04/03/2023
Classification Title	Advising and Student Services
Rank	N - No Rank
Working Title	Director of TRIO Pre-College Programs (Upward Bound/Educational Talent Search)
Department	331601 - EEP Ed Equity Office
Position Number	D97327
Representation	UX - Unclassified Excluded
Renewable	Renewable
End date, if applicable	
Position FTE	1
Tenure Status	F - Fixed Term

Position Summary

Brief Description of PSU/School/Dept

Portland State University is Oregon's most affordable public research university, located in the heart of one of America's most dynamic cities. Our mission to "let knowledge serve the city" reflects our dedication to turning ideas into action — in Portland and around the world. The city is our campus, giving students unmatched access to career connections, a vibrant cultural scene and hands-on learning experiences with hundreds of community partners.

More than 27,000 students from all backgrounds bring diverse perspectives to our classrooms and campus life, from the tree-lined Park Blocks to the bustling Urban Plaza and state-of-the-art science labs. We are proud of our world-class faculty, groundbreaking research and international reputation for excellence in sustainability, community engagement and innovation.

For information about the Office of Global Diversity and Inclusion, please visit <https://www.pdx.edu/diversity/>

For information about Multicultural Student Services and TRIO programs, please visit <https://www.pdx.edu/diversity-multicultural-student-services/> and <https://www.pdx.edu/trio-pre-college/>

Position Summary

The Director oversees both pre-college TRIO programs at Portland State: Educational Talent Search (ETS) and Upward Bound (UB). The two TRIO programs are sponsored by the U.S. Department of Education through its office for post-Secondary Education.

Through these programs, middle (ETS) and high school (ETS & UB) students, age 11 to 27 years, the majority of whom are first generation, low income are provided educational information that encourages program participants to successfully complete high school and plan for college or university study. Information related to careers and academic programs, and services such as assistance with college applications and financial aid forms are some of the program activities. Upward Bound is an intensive educational support program, providing tutoring and instruction, as well as counseling and activities that motivate participants to succeed in high school and enroll in post-secondary study. The Director participates in the delivery of services to students, as needed.

Minimum Qualifications

- Master's degree in Guidance and Counseling, Education, Student Personnel, Business or related field; or a Bachelor's degree with substantial experience in TRIO or TRIO-like organizations may be substituted for the MA or MS (5 years in TRIO, with 3 years in administrative/ management role).

- Minimum of five years professional experience in education, or a closely related field, with increasing responsibilities during those years. Experience includes working with racially, culturally, and socio- economically diverse students and parents.
- Minimum of two years experience in program administration and community relations, preferably in a public school or postsecondary education setting.
- Demonstrate excellent verbal and written communication skills.

Preferred Qualifications

- Grant management and grant writing experience is highly desirable.

Key Cultural Competencies

- Create an environment that acknowledges, encourages, and celebrates differences.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seek opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adhere to all of PSU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

Environmental Stewardship

Contributes to a culture of environmental stewardship, practices resource conservation, and actively works toward achieving long-term sustainability goals.

Work Days/Hours

Monday - Friday, 40 hours per week, schedule to be determined

Total Compensation Range & Benefits Statement

Salary is dependent on several factors, and new employees will typically start around the Q1 level to allow for later growth within the salary band. PSU has a structured process for determining starting compensation, taking into account years of related experience, applicable skills, knowledge and abilities, market parity, and internal equity. The starting annual salary for this position will be between \$65,580 and \$79,500, but may be negotiated above this range, dependent upon the factors above, the budget of the hiring department, and approval from HR.

An excellent benefits package includes 95% premium paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependent at any of the Oregon University System schools : <https://www.pdx.edu/human-resources/benefits-overview>

Please visit our total compensation calculator to see the full value of our benefits package : <https://www.pdx.edu/human-resources/psu-total-compensation-calculator>

Application Instructions

Additional Information

Additional Application Instructions (deadlines, etc.)

Please list the names, telephone numbers and email addresses for three professional references.

Does this position require the employee to drive a motor vehicle?

No

Background Check Required

Yes

Position End Date (if applicable)

If you have questions

Please email **Jeffrey Smith** Executive Assistant, Diversity & Multicultural Student Services – Global Diversity & Inclusion, jeston@pdx.edu

Posting Close Date**Projected Close Date for Posting**

Open Until Finalists Identified

Application screening begins

03/20/2023

Quick Link<https://jobs.hrc.pdx.edu/postings/41162>**Supplemental Questions**

Required fields are indicated with an asterisk (*).

1. * What is your highest degree earned?
(Open Ended Question)
2. * Please name the specific field/discipline in which you received your degree.
(Open Ended Question)
3. * How did you first find out about this position?
 - PSU Website
 - Indeed.com
 - HERCJobs
 - Urban League of Portland
 - Hispanic Metropolitan Chamber
 - Oregon Employment Department
 - Social Media
 - Person Referral
 - Career Builder
 - Glass Door
 - Other - Please describe in the next Question
4. If you selected Other, please describe.
(Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Professional References

Optional Documents