

Position: TRIO Manager – Specially Funded Program\*

Grade: 27 (Management Salary Schedule)

*This position is specially funded by the federal government. The program operates on a five-year grant cycle, with the most recent competition for first year 2025, and offers services to undergraduate students pursuing a degree.*

### **Summary**

Plans, organizes, manages, and coordinates goals and activities supporting strategic processes, program development, and measurement of performance outcomes of the TRIO Student Support Services (SSS) campus program; including the coordination, communication, personnel supervision and required reporting to meet the needs and requirements of the grant.

### **Distinguishing Career Features**

Under the direct supervision of the Dean of Student Accessibility and Wellness Services. The TRIO Manager will provide administrative/technical management and coordination on program activities. Duties and responsibilities are carried out within the framework of established policies, procedures, and guidelines. The TRIO Manager is responsible for managing and administering grants that provide services to help low-income students, first-generation students, and students with disabilities succeed in college by providing tutoring, counseling, financial aid advising, mentoring, and career guidance under a Federal Department of Education TRIO grant. This role ensures compliance with federal, state, and institutional guidelines and oversees program objectives, staff, and student services.

### **Essential Duties and Responsibilities**

- Direct and supervise the daily operations of TRIO programs, ensuring a student-centered, customer-service environment across campus.
- Provide leadership and serve as the primary representative between the college and the U.S. Department of Education for TRIO related matters.
- Coordinate, plan, develop, and implement TRIO objectives in compliance with federal and institutional policies.
- Oversee program intake, orientation, counseling, advising, peer mentoring, financial literacy, FAFSA application guidance, transfer assistance, and follow-up activities.
- Manage and track program budgets, allocate resources, and prepare performance and financial reports for internal and external stakeholders.
- Hire, train, supervise, and evaluate program staff and student workers.
- Implement staff development programs to improve service effectiveness and efficiency.
- Ensure proper training and professional development for all staff members.
- Evaluate student eligibility for TRIO programs and maintain accurate documentation.
- Identify, select, assess, and notify student participants throughout the stages of recruitment and onboarding.
- Plan and conduct retention-directed activities, including peer mentoring and tutoring programs.
- Coordinate outreach and recruitment efforts, including traveling to high schools, community-based events, and other related activities.

- Develop and deliver workshops, orientations, and special programs to promote access and awareness of available student support services.
- Maintain compliance with federal, state, and district policies regarding grant administration.
- Prepare and submit annual performance reports to the U.S. Department of Education.
- Maintain organized record keeping for evaluations, audits, and MIS data entry.
- Design, implement, and monitor program evaluation and continuous improvement initiatives.
- Collaborate with college departments (Financial Aid, Admissions, Career Center, Student Accessibility Services, Counseling, Tutoring, Basic Needs, etc.) and external organizations to support program goals.
- Serve as a liaison to TRIO conferences, trainings, campus committees, and community meetings.
- Advocate for the needs of TRIO students and promote social justice, equity, diversity, and inclusion within the college community.
- Apply for additional grants when they are available and oversee additional TRIO grants if received (including but not limited to Upward Bound; Upward Bound Math-Science; Talent Search; Educational Opportunity Centers; and Veterans Upward Bound).
- Performs other duties as assigned.

## **Qualifications**

### **Minimum Qualifications for Education and Experience:**

- Bachelor's degree required.
- At least three years of progressively responsible experience in student services or related field, including one year in a lead or supervisory capacity.
- Experience working with diverse student populations, including first-generation, low-income, or students with disabilities.
- Experience developing and delivering workshops, training sessions, and learning enhancement activities.

### **Preferred Qualifications**

- Master's degree preferred in counseling, psychology, higher education, social work, or related field.
- Experience with federally funded TRIO programs and grant/report writing is highly desirable.
- Bilingual (Spanish) skills.
- Demonstrated knowledge and experience with college shared governance structures.
- Experience monitoring and projecting budgets.
- Working knowledge of community college instructional programs or student services.
- Strong writing and communication skills.

### **Knowledge and Skills**

- Sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Strong background in program planning, advising, evaluation, and implementation of education-related services.

- Ability to work independently, assume responsibility, and take initiative in carrying out assignments.
- Ability to effectively present information to groups of administrators, faculty, students, and the community.
- Excellent organizational and communication skills (verbal and written).
- Possess grant management experience, including staff supervision and budget management.
- Demonstrated commitment to advancing diversity, equity, and inclusion.
- Ability to read, analyze, and interpret data, define problems for the purpose of reporting, while maintaining confidentiality.
- Proficiency in Microsoft Office applications and specific computer programs related to the area of responsibility.

#### **Ability to**

- Perform professional work involving independent judgment in the interpretation and application of policies and procedures requiring tact and effective communication skills.
- Plan and coordinate the day-to-day activities of an assigned program or department.
- Work effectively in a shared governance environment.
- Serve as an effective leadership team member.
- Provide customer support from a management level.
- Conduct long-range planning.
- Mediate and resolve conflict.
- Analyze and interpret data and trends.
- Demonstrated ability to plan, organize, direct, administer, review, and evaluate programs and services.
- Exercise sound judgment in the performance of duties.
- Work in the interests of the college as a whole.
- Manage a department budget.
- Strong analysis and problem-solving skills.
- Ensure that all individuals who visit the office are promptly greeted and provided with the appropriate student support services, resources, or referrals based on their needs. This includes actively monitoring office traffic and coordinating staff availability so that every visitor receives timely and effective assistance.
- Interpret and apply demographic and other institutional research for purposes of developing student support strategies.
- Provide secondary support to students who need help with subject-related problems in math, basic algebra, writing, ESL, and English.
- Listen actively and effectively, identify and solve problems; facilitate learning for students, and build student confidence in learning.
- Relate positively to students in a teaching/learning environment, develop and maintain productive and cooperative working relationships, recognize learning challenges, and make referrals for assistance.

#### **Physical Abilities**

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.

- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

#### **Licenses and Certificates**

- Requires a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.

#### **Funding**

Funding for this position and any employment offer made is pursuant to Education Code § 87470.

- This position exists only for the duration of the specially funded program.
- Continuation of employment is dependent upon the continuation of the special funding source.
- The District is under no obligation to continue employee's appointment beyond the expiration or termination of this funding.
- Service under this funding does not constitute service toward acquiring tenure or permanent status.

Board Approved: November 5, 2025

Board Approved: January 21, 2026