**PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** TRIO Scholars Advisor I, TRIO Scholars Program

**Division:** Enrollment Management and Marketing

**Department:** TRIO College Programs at USM

**Location:** Primary location may be on Portland, LAC, and Gorham campuses depending on program enrollment with regular travel between TRIO locations on Portland, LAC, and Gorham campuses

**Schedule:** 12 month, full-time, 40 hours per week, Monday-Friday, morning/evening/weekend/holiday hours required. Position is a soft-money appointment.

**Reports to:** Director, TRIO College Programs at USM

**STATEMENT OF THE JOB**

TRIO Scholars Program at USM (TRIO Scholars) is a federally-funded program supported by a 5 year competitive renewable grant from the U.S. Department of Education’s TRIO program. USM is in the first year of its current TRIO Scholars grant and has been awarded continued funding for 9/1/2020-8/31/2025. The goals of TRIO Scholars at USM are to assist USM students on the Portland, Gorham and Lewiston/Auburn campuses who are income-eligible, first generation college students, meet academic need criteria, and/or are disabled, to persist in college, maintain good academic standing and graduate from college within six years.

The Advisor works with the Director and other TRIO College Programs at USM staff to implement the program and achieve standardized program goals and objectives for the federal grant. This position provides direct service and support to students through academic, career and college planning, and monitoring student progress toward graduation from college. Specific responsibilities include the provision of guidance and mentoring to optimize the student retention and success in TRIO Scholars and USM. The person in this position reports to the Director of TRIO College Programs at USM.

**ESSENTIAL FUNCTIONS – TRIO Scholars:**

* Enter and maintain data and contact notes for caseload of TRIO Scholars students in compliance with funder requirements, standardized program objectives and program record keeping protocols.
* Work with Director and other TRIO Advisors to develop and implement programming to meet the standardized objectives for the TRIO Scholars grant.
* Plan to Inform the USM community and southern Maine community including meetings, presentations, articles, activity calendars, events, posters, brochures, newsletters and reports designed to inform others about the TRIO Scholars program and generate referrals of students to the program.
* Identify, recruit, and select eligible students including gathering of pre-selection assessment information. Regularly meet with each student on caseload to assess their academic progress, participation in services, and progress toward identified student goals and grant outcomes.
* Partner with each student on their caseload to create, update, and check-in on student’s individualized College Completion Plan that identifies goals and targets for service delivery and student learning as well as targets for improving student persistence and degree progress.
* Regularly monitor student academic status and progress via MaineStreet for all students on caseload.
* Refer students on caseload to appropriate campus and community resources.
* Identify and advocate for disability academic accommodations in partnership with the USM Disability Services Center
* Counsel and support TRIO Scholars alumni, as appropriate to support grant goals.
* Additional duties as reasonably assigned.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

* Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
* Ability to drive a University vehicle and provide proof of a valid driver’s license.
* Ability to drive colleagues, students or others and provide proof of a valid driver’s license.
* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
* Work on federally funded projects.

**SUPERVISORY RESPONSIBILITIES:** None

**BUDGET RESPONSIBILITIES:** The Advisor must have a working knowledge of TRIO Scholars program and grant budget requirements and the program’s budget context. He/she does not have budgetary responsibilities.

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** Maintain membership and participate in TRIO professional organizations. Attend and, as appropriate, make presentations at, conferences or workshops in the field of expertise. Serve on University committees or task forces as appropriate. Participate in Professional Development Activities.

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** Works closely with all academic and administrative departments at USM

**External:** The business and community organization partners; TRIO community including MEEOA and NEOA

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Understanding of the principles of higher education administration.
* Demonstrated understanding of college student development as it relates to traditional and non-traditional students.
* Demonstrated understanding of assessment in higher education.
* Ability to communicate effectively with a wide range of contacts. Sensitivity to maintaining proper balance between student and organizational needs.
* Knowledge of the capabilities of electronic data processing to accomplish the administrative objectives in an effective and efficient manner.
* Ability to work independently and exercise good judgment. Sensitivity to issues related to confidentiality and ability to exercise discretion in this area.
* Ability to work independently and collaboratively in teams. Personal initiative and self-starter inclinations are important.
* Ability to work effectively and efficiently under stress.

**QUALIFICATIONS**

**Required:**

* Bachelor’s degree, preferably in education, psychology, social work, or a related field.
* Previous adolescent or adult level advising or equivalent.
* Demonstrated sensitivity and experience working with students and /or individuals from diverse social, economic, ethnic, academic, and cultural backgrounds similar to that of TRIO Scholars participants.

**License/Certifications:**

* Valid motor vehicle driver’s license.

**Preferred:**

* Master’s degree from an accredited institution in an appropriate discipline; candidates with a baccalaureate degree who are pursuing a Master’s degree and who have the required experience in direct service may also be preferred.
* Personal experience overcoming barriers similar to those faced by Student Support Services students.
* Three (3) or more years related work experience.
* Experience working with low-income, first generation college students, and/or individuals with disabilities
* Experience working in programs with objectives similar to TRIO College Programs at USM.

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

**Date Approved:** 1/8/2010

**Date Revised:** 07/17/13; 03/25/15; 7/5/16; 11/02/17; 7/13/20; 9/27/20; 11/6/20; 11/13/20

**Job Family:** 18

**Salary Band:** 02

**Unit:** UMPSA

**CUPA code:** 401130

**Employee:** vacant

**Position #:** 00024692