

Director - TriO Student Support Services  
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260969>

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Posted Aug. 8, 2025, set to expire Aug. 31, 2025

**Job Title** Director - TriO Student Support Services  
**Department** Student Services  
**Institution** Central Oregon Community College  
Bend, Oregon

**Date Posted** Aug. 8, 2025

**Application Deadline** 08/31/2025  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Student Affairs

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**Job Description**

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**Director - TriO Student Support Services**

**Position Number:** B1213PD

**Starting Wage/Salary:** \$77,250 - \$86,000 plus exceptional benefits. This position is pending confirmation of grant (tentative by August 31) and federal funds to support this grant (tentative by September 30).

**Close Date:** 08/31/2025

**Primary Purpose:**

The TRiO Student Support Services (SSS) Director is responsible for campus-wide program and grant

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management functions including implementation and ongoing leadership of COCCs first TRiO SSS grant serving low-income and first-generation college students as well as students with disabilities. This includes implementing policies and processes to support grant objectives and requirements; leading the recruitment, selection, and orientation of students; staff development; and budget monitoring; and Federal grant reporting. This position will also develop and maintain partnerships with College departments supporting the success and retention of participants. It is important to note that the College will also apply for the TRiO Talent Search and Education Opportunity Center grants. If awarded, this position will also serve as the director for these programs and their staff.

**Essential Duties and Responsibilities:**

**Program Management:**

- Develop policies and processes to support grant objectives and requirements.
- Plan, implement, and oversee program delivery for participants.
- Develop and facilitate TRiO SSS program activities, including campus visits, cultural events and workshops.
- Document services in accordance with Federal grant regulations.
- Develop effective strategies to increase retention and graduation rates among program participants.
- Ensure program targets are achieved in alignment with grant proposal.
- Manage and monitor program budget.
- Plan and manage program recruitment.
- Evaluate program success.
- In partnership with the Dean of Student Engagement and Director of Grants, reapply for grants based on the TRiO grant application cycle (typically every five years).

**Grant Management:**

- Regularly communicate with U.S Department of Education TRiO program.
- Maintain detailed program records in alignment with Federal grant regulations.
- Ensure timely and accurate submission of reports including annual progress reports and budget reports.
- Maintain a comprehensive understanding of federal regulations as they relate to TRiO programs.

**Leadership and Supervision:**

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- Hire, train, and supervise TRiO Success Coaches.
- Provide department leadership including goal setting and evaluation in alignment with grant objectives.
- Lead campus discussions and develop proposals for program implementation and delivery.
- Regularly communicate with campus and community stakeholders regarding program status.

**Administrative Functions:**

- Attend State, regional, and Federal TRiO association meetings as needed.
- Participate as an active member of the Student Engagement team.
- Participate in campus committees, task forces, and hiring committees as approved by supervisor.

Other administrative duties as assigned.

**Knowledge, Skills, and Abilities:**

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- In-depth knowledge of TRiO program best practices with a focus on the community college population.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Ability to adhere to Federal regulations and reporting requirements as directed by TRiO program.
- Ability to address a high volume of multiple tasks and identify, prioritize, track, implement and evaluate department and College initiatives, all while working successfully with minimal direct supervision.
- Ability to establish positive and productive working relationships with students, staff and faculty, and on occasion, work with circumstances that require effective negotiation, mediation and conflict resolution.
- Ability to work with, advise, and support diverse individuals, groups, and communities, including with employees at all levels of the institution and across institutional departments and divisions.
- Knowledge of retention program best practices aimed at increasing academic success for underrepresented students.
- Knowledge of grant assessment and evaluation processes.
- Strong knowledge of best practices in student retention and certificate/degree completion

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initiatives, with the ability to adapt programs to fit COCCs goals, culture and resources.

- Ability to effectively utilize common Microsoft applications (Word, PowerPoint, Excel) as well as the ability to learn and effectively utilize a student information system (Banner) and reporting software (e.g., Argos).
- Ability to maintain confidentiality of student records and adhere to federal student privacy requirements.
- Strong written, verbal, interpersonal communication and presentation skills.

**Minimum Requirements:**

**Education:**

- Bachelors Degree in an area taught at COCC from an accredited institution.

**Experience:**

- Three years of experience in budget management, staff supervision, and grant implementation (or similar).
- Three years of experience providing leadership in higher education.

**Preferred Qualifications:**

**Education:**

- Masters degree from an accredited institution.

**Experience:**

- Three years of experience leading a TRiO program.
- Previous experience with TRiO database management.

**To apply, visit <https://jobs.cocc.edu/postings/11533>**

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central

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Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Student Services  
Central Oregon Community College

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