

## Momentum Program Manager Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=261507>

Downloaded On: Aug. 21, 2025 9:52pm

Posted Aug. 21, 2025, set to expire Oct. 31, 2025

**Job Title** Momentum Program Manager  
**Department** Industry & Community Resources  
**Institution** Brazosport College  
Lake Jackson, Texas

**Date Posted** Aug. 21, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager  
Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Momentum Program Manager**

**Posting Number:** 70946

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Industry & Community Resources

**Job Summary/Basic Function:**

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The Momentum Program Manager is responsible for the administration, implementation, and ongoing success of Brazosport College's Momentum Promise Program-a first-dollar scholarship initiative designed to support timely credential completion for eligible students. The Manager serves as both program administrator and Momentum Champion, providing intrusive advising and wraparound student support. The position works closely with Financial Aid, Counseling, Enrollment Services, and Academic Advising to ensure students stay on track. This role also supervises an Administrative Office Specialist and is responsible for developing and managing the program's departmental budget. Essential Duties and Responsibilities:

### **Program Administration**

- Assist in the development and continued improvement of program guidelines (eligibility, FAQs, braiding of funds, etc.).
- Manage all aspects of the Momentum Promise Program, including application cycles, eligibility verification, compliance tracking, and communication.
- Coordinate program timelines, events, and milestone activities including onboarding, advising check-ins, and completion monitoring.
- Supervise an Administrative Office Specialist, ensuring smooth daily operations and effective student service. Create, monitor, and manage the departmental budget, including program-related expenditures, supplies, and resource allocations.

### **Intrusive Advising and Student Support**

- Serve as the Momentum Champion (recruiter/advisor/counselor/financial aid support) for all participating students, providing direct, proactive, and persistent support.
- Monitor student progress, class attendance, and academic performance; follow up immediately when early warning signs arise.
- Help students develop educational plans aligned with program requirements (e.g., 15 credit hours/semester, 2.5 GPA minimum).
- Refer and connect students to appropriate campus offices (academic advising, financial aid, counseling, tutoring, etc.) for specialized support.
- Maintain detailed records of student interactions, interventions, and outcomes in CRM and SIS platforms.

### **Outreach and Recruitment**

- Collaborate with campus partners, K-12 institutions, industry and community partners to recruit eligible students and support their successful transition into the program.

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- Represent the program at outreach events, orientations, GED/TSIA Bootcamps, and information sessions in the community.
- Support enrollment and onboarding processes, including Momentum-specific advising and application guidance.

### **Data, Reporting, and Continuous Improvement**

- Track and report student success metrics, including enrollment, GPA, completion rates, and persistence.
- Use data to inform program improvements, identify barriers to success, and refine student engagement strategies.
- Prepare internal reports and updates for college leadership and stakeholders.

### **Compliance and Policy Monitoring**

- Ensure participants meet all eligibility and compliance requirements, including FAFSA submission, SAP, residency, and credit hour thresholds.
- Stay current on college, state, and federal policies affecting Promise programs and related financial aid.
- Coordinate with Financial Aid and the Business Office to ensure award integrity and adherence to cost-of-attendance rules.

### **Minimum Qualifications:**

- Bachelor's degree in Education, Counseling, Student Affairs, or a related field required; Master's degree preferred.
- minimum 1-2 years of supervisory experience
- Minimum three (3) years of experience in student success, program coordination, financial aid, or academic support.
- Demonstrated ability to deliver intrusive advising and coordinate cross-functional student services.
- Strong communication, organization, and relationship-building skills.

### **Desirable Qualifications:**

Master's degree Experience managing program or departmental budgets preferred. Proficiency in CRM and SIS systems (e.g., Ellucian, Banner, or Anthology). Bilingual (English/Spanish) strongly preferred.

### **Physical Demands:**

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Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, hearing, and talking.

**Posting Date:** 08/18/2025

**Closing Date:**

**Open Until Filled:** Yes

**First Pool Date:** 08/28/2025

**Special Instructions to Applicants:**

To apply, visit <https://employment.brazosport.edu/postings/4632>

**Contact Information**

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

**Contact**

Industry & Community Resources  
Brazosport College

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