

Director Experience VU – Vincennes, IN

The Director will facilitate the SSS Disability Program, Experience VU, according to TRIO guidelines and regulations. The Director will write and submit TRIO reports and grants, monitor the budget, hire staff, and provide in-services.

Qualifications:

The Director should have experience organizing and supervising an academic or student support program, including experience with budget preparation and forecasting. Strong oral and written skills are a must, as well as be able to coordinate and prioritize work. Minimum qualifications include a Master's degree in education, social work, or a related field (Ph.D. preferred), plus three years of experience working with underrepresented students (e.g., diverse cultures or students with disabilities). Three years of experience in higher education and administrative experiences in an equal educational opportunity office are preferred.

Responsibilities:

- Authors SSSTRIO grant according to U.S. Department of Education application guidelines
- Ensures Program complies with Department of Education and other federal regulations
- Coordinates and delivers Experience VU SSS activities to ensure objectives are accomplished to grant specifications
- Executes reports for the U.S. Department of Education and Vincennes University (i.e., Annual Performance Report, co-curricular assessment)
- Hires, trains, and guides staff according to Program needs
- Monitors Experience VU SSS budget
- Collaborates with other TRIO programs and the Vincennes University campus to recruit students to the program, including working Pre-VU and Start VU activities
- Monitors students' progress routinely
- Understands Americans with Disabilities Act Amendments Act 2008 and Vocational Rehabilitation Act Section 504 federal laws
- Enforces FERPA and HIPPA regulations
- Conducts Team meetings routinely and builds a collaborative team
- Works some evenings (e.g., workshops, field trips, game night, study tables)
- Reports to the Assistant Provost for Curriculum and Instruction regularly

Benefits:

Competitive benefits package including health insurance, 16 paid holidays, tax-deferred retirement contributions, vacation, and sick leave. More information can be found by visiting the Benefits page of the VU website:

<http://vinu.edu/human-resources>

How to Apply:

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName_FirstInitial_JobTitle** to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.