BEMIDJI STATE UNIVERSITY invites applications for the position of:

**Associate Director of TRiO and Upward Bound**

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**OPENING DATE:** August 2, 2021

**CLOSING DATE:** Applications will be accepted until the position is filled. Initial review of applications will begin on **Wednesday, September 1st**, so applications should be submitted by that time for guaranteed consideration.

**POSITION LOCATION:** Bemidji State University

**JOB TYPE / SCHEDULE:** Full-time / Exempt / At-will / Externally (Grant) Funded

**PAY / SALARY RANGE:** Depends on Qualifications; Range D

BEMIDJI STATE UNIVERSITY (BSU) invites applicants to join our team as the **Associate Director of TRiO and Upward Bound**. BSU’s vision is to educate people to lead inspired lives. To accomplish BSU’s vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. BSU also prioritizes increasing engagement with Indigenous communities to become a destination university.

BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation. Major campus facilities are connected by all-season underground passages for safe and warm travel during the cold, winter months.

Enrolling more than 5,000 students, BSU offers more than 70 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU’s **Shared Fundamental Values** include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship.

The [Upward Bound Program](#) at BSU started in 1966, is funded through the United States Department of Education (USDE), and has two important purposes: 1) to motivate participating youth to consider education beyond high school and 2) to prepare participants to succeed in a program of post-secondary education. Opportunities to enhance academic success include advising, tutoring, mentoring and a summer program where students have a ‘college experience’ attending classes and residing on campus. The program serves approximately 100 students from seven area high schools and provides services to students year-round.

The [TRiO Student Support Services](#) (TRiO SSS) program is designed to provide to a select number of college students at Bemidji State University a set of necessary support services that can result in: 1) enhanced academic skills, 2) persistence in college through graduation, and 3) entry into graduate or professional school. Since its
first year of operation at BSU in 1970, thousands of first-generation college students, students who qualify for financial aid, and students who have documented disabilities have received personal and academic support through participation in the TRiO SSS program. TRiO and Upward Bound staff are committed to supporting student development, expanding cultural awareness, and encouraging students to find their personal path to academic success.

The **Associate Director of TRiO and Upward Bound** is responsible for ensuring the grant carries out all necessary services to aid in the process of helping 100 low-income and potential first-generation college students matriculate to post-secondary education. Upward Bound students are comprised of 7 high schools in the area from a 100 mile radius. Students must come from low-income backgrounds and/or be a potential first-generation college student. The Upward Bound Program provides academic advising, college-going support, and travel experiences (college visits and trips) to help students realize possibilities outside their immediate communities. Curriculum is provided to students in the areas of college readiness and knowledge, financial literacy, ACT preparation, and career exploration. The program also provides a six-week, residential program for 75 students during the summer to allow students to engage in a college experience. Students participate in classes and recreational and cultural activities provided by the program to ease in the eventual college transition.

The Associate Director assists the TRiO Director in the writing and submission of the Upward Bound Grant and ensures a Plan of Operation is ambitious, yet attainable. The primary function of the Associate Director is to ensure grant compliance with the US Department of Education and Minnesota Office of Higher Education regarding expenditures and day to day operations for Upward Bound and Intervention for College Attendance Program (ICAP). The Associate Director is also responsible for project management; providing work management to Upward Bound staff; collaborating with target school administration and community agencies; developing, implementing and assessing project services; and coordinating school visitation and summer program activities.

Candidates must possess a valid driver’s license, be able to pass a driving history background check (in order to transport students and travel to multiple locations), be available to work occasional weekend and evening events, and be available for overnight travel.

**Responsibilities of the Associate Director of TRiO and Upward Bound include:**

- **Project management/compliance (25%):** assist with APR preparation and submission to the Department of Education, monitor expenditures to ensure compliance with state and federal guidelines; make spending decisions in alignment with project goals; participant recruitment and selection for upward bound program; manage student participant records according to regulations; supervise upward bound data collection and maintenance of program database.

- **Providing work management to staff (25%):** directly manage full-time program staff and complete personnel evaluations, supervise part-time program staff to include 10 Summer Program residential assistants and multiple teachers, tutors and mentors.

- **Developing, implementing, and assessing services (15%):** develop and assess curriculum across all services; ensure all grant stated services are provided. Conduct program assessment as related to program objectives.

- **Target School and Community Collaboration (10%):** Coordinate school board and school personnel presentations and teacher and support staff information sessions for seven schools; coordinate related
community organization and tribal agency presentations; coordinate collaboration efforts for student recruitment and post-secondary matriculation.

- **Summer Program Activities (25%)**: plan and oversee all aspects of the six-week summer program to include: residential and teaching staff supervision, academic components, student activities, trip planning and attendance.

**Minimum qualifications for this position include:**

- Master’s degree in education, psychology, or a related field.
- 3 years of experience in program development and administration, personnel, budget, or relevant area.
- Knowledge and experience working with federal grants regarding OMB (office of management and budget) circulars, EDGAR (a federal regulation) and other federal regulations set by the US Department of Education. Experience working with students in an educational setting, either TRiO or secondary education.

**Preferred qualifications include:**

- Demonstrated experience, knowledge of, and interest in working with diverse cultures and populations, including nontraditional and underrepresented students.
- Background similar to that of the participants served by Upward Bounds (low-income and/or first-generation).

**To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the qualifications.**

**Other considerations:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) – see agreement.
- Official transcript(s) must be provided to Human Resources upon hire.
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState’s vehicle use criteria and consent to a motor vehicle records check.
- BSU is a tobacco free workplace (see policy).

**APPLY ONLINE:**  [https://bemidjistate.peopleadmin.com/](https://bemidjistate.peopleadmin.com/)

**A complete application will include the following attachments:**

- Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
- Resume / Curriculum Vitae.

**Inquiries about the position:**
Kelli Steggall, Director of TRiO McNair/SSS, Upward Bound  
Phone: (218) 755-2504  
Email: kelli.steggall@bemidjistate.edu
If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Blue Ox Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our website at: http://www.bemidjistate.edu

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Bemidji State University / Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.