



BEMIDJI STATE UNIVERSITY
invites applications for the position of:

TRIO Upward Bound Academic Advisor

MSUAASF JOB POSTING

***** 2 positions will be filled *****

OPENING DATE:	January 16, 2024
CLOSING DATE:	Applications will be accepted until the position is filled. Initial review of applications will begin on Wednesday, February 7th , so applications should be submitted by that time for guaranteed consideration.
POSITION LOCATION:	Upward Bound – Bemidji State University
JOB TYPE / SCHEDULE:	Externally Funded; 11 month appointment (approximately mid-August through mid-July); Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.
PAY / SALARY RANGE:	Depends on Qualifications; Range C (\$45,352 - \$91,288)

BEMIDJI STATE UNIVERSITY (BSU) invites applicants to join our team as a **TRIO Upward Bound Academic Advisor**. 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. Centered between the three largest Tribal nations in Minnesota – Leech Lake, Red Lake and White Earth – BSU also prioritizes increasing engagement with American Indian communities to become a destination university.

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.

TRIO Upward Bound is a federally funded program intended to help low-income and/or potential first-generation college students academically succeed in high school and pursue a college education. TRIO Upward Bound works year-round with students from their freshman to senior years.

TRIO Upward Bound has been in existence at Bemidji State University since 1966 and is one of the oldest and largest programs in the country. The program serves more than 100 students at seven area high schools. The program is fully committed to equity and to diversity in our staff and students.

The **TRIO Upward Bound Academic Advisor** will assist in coordinating individualized services and project events designed to provide post-secondary preparation and individual assistance to participants including student advising, various educational workshops, post-secondary visits, scholarship opportunities and post-

secondary school readiness and enrollment for 101 first-generation, low-income, high school students annually. They will also maintain documentation of all services provided and data collection for the Department of Education Performance Report.

Responsibilities of the TRIO Upward Bound Academic Advisor include:

- **Assisting in the development and implementation of the TRIO Upward Bound Program services in accordance with the federal program regulations and university policy (60%).**
 - Providing support in planning, implementing, and evaluating services of the TRIO Upward Bound Program including evaluation of summer RAs and BSU student Tutor/Mentors.
 - Understanding the operating policies and procedures set by the US Department of Education including allowable costs and grant guidelines for services.
 - Participating in the development and modification of program goals, objectives, services, activities, and policies, in accordance with participant needs, institutional objectives and resources and funding agency requirements.
 - Coordinating with the TRIO Upward Bound Associate Director to develop and conduct workshops; planning and participating in other program activities including orientation, post-secondary school travel, and special events.
 - Identifying and recruiting eligible students for the program.
 - Monitoring academic progress of participants closely through regular contact with participants and secondary teachers, assessment tools, and academic counseling.
 - Meeting regularly with participants to assess their academic progress.
 - Planning, attending, delivering and facilitating year-round professional development activities.
 - Providing secondary school advice and academic counseling including developing knowledge of participating school credit structure, curriculum, school calendar and testing dates.
 - Providing guidance to participants throughout the post-secondary school and financial aid application process.
 - Attending secondary school parent/teacher and school counselor conferences for students in the program.
 - Managing school year and summer program staff and supporting formative assessments of staff improvement in job performance throughout the year for summer RAs and BSU student Tutor/Mentors.
 - Planning and producing TRIO Upward Bound recruitment videos and yearly updates.
 - Connecting with and counseling students through academic and social difficulties and supporting their increased ability to self-advocate.
- **Coordinating aspects of participant travel to TRIO Days and Post-Secondary Institutions (20%)**
 - Planning all travel to TRIO conferences and post-secondary schools.
 - Supervising TRIO Upward Bound participants on post-secondary visits and relevant academic conferences.
 - Reconciling all travel expenses.
 - Supporting summer program planning including summer college visits.
- **Record Keeping, Data Collecting, Alumni Tracking and Website Management (20%)**
 - Completing ongoing administrative tasks associated with the program, such as maintaining program records and database.
 - Updating Alumni database.
 - Working with IT Coordinator to help maintain the TRIO Upward Bound Scholars website to ensure accessibility, current information about the program, application, and academic resources on graduate school.

- Tracking progression of TRIO Upward Bound participants, updating personal files, academic reports, college applications, FAFSA application and post-secondary enrollment.
- Managing yearbook development and production as well as ordering on a yearly basis.

Minimum Qualifications:

- Bachelor's degree and 2 years of experience in higher education administration, student development, counseling, social work or a STEM-related field from an accredited college or university.
- Demonstrated ability to work with federal TRIO programs, academic support programs, or similar programs serving first-generation, low-income, and underrepresented students.
- Demonstrated strong oral and written communication skills including the ability to plan and deliver high-level training and professional workshops meeting program needs and federal program guidelines.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

Preferred Qualifications:

- Master's Degree and 1 year of experience in higher education administration, student development, counseling, social work or a STEM-related field from an accredited college or university.
- Knowledge of and experience working with complex federal grants, specifically OMB (Office of Management and Budget) circulars, EDGAR (a federal regulation) and other federal regulations set by the US Department of Education.
- Demonstrated understanding and commitment to first-generation students and students from historically underrepresented groups in higher education.
- Experience with academic, career and personal counseling/coaching, and graduate school admissions processes.
- Experience advising and assisting first-generation college students with high impact practices.
- Demonstrated ability to work with faculty from various disciplines.
- Experience in conducting developmental workshops such as study skills, time management, and university degree plans.
- Experience managing tutoring, mentoring, or staff providing services to secondary age students.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred 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](#).
- 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 and NTC are tobacco free workplaces ([see policy](#)).

APPLY ONLINE: <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 BSU.

- Resume / Curriculum Vitae.

Inquiries about the position:

Aaron Allery, Associate Director, TRIO Upward Bound

Email: aaron.allery@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Mary Miller at mary.miller@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 tightknit community of good neighbors and engaged citizens who always come out to cheer for the 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.

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. 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.

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 Dragon Boat 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](#)

Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>

Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence.

Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator

Email: TitleIX@bemidjistate.edu or Megan.Zothman@BemidjiState.edu

Phone: (218) 755-2502

1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

Bemidji State University is an 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.
