College Advising Corps (CAC) Director  
(Sr. Student Services Program Administrator)

Search #: 495892  Work type: Full-time  Location: Storrs Campus

JOB SUMMARY

The University of Connecticut's Institute for Student Success seeks applicants for the position of College Advising Corps (CAC) Director (Sr. Student Services Program Administrator). The CAC Director will administer and oversee the UConn CAC program at UConn, which focuses on increasing college enrollment and completion among low-income, first-generation to college and underrepresented high school students by delivering personalized, knowledgeable guidance on college admissions, financial aid, and enrollment.

JOB RESPONSIBILITIES

- Participates in planning, and administers day-to-day operations and delivery of the CAC Program and monitors compliance with program and University policies and procedures.
- Leads program to achieve goals aligned with increasing college enrollment and persistence and proven post-secondary outcomes.
- Performs office management duties for the program including assigning, reviewing work, providing guidance and evaluating of CAC Advisors and special payroll staff.
- Monitors approved grant budget, prepares budget reports and projections, and coordinates grant project deliverables and reporting to the Pre-College Programs Director and appropriate grant agency.
- Assures compliance with University, CAC, state, federal, and foundation operational, fiscal, and grant requirements, and prepares necessary reports.
- Engages, plans, and organizes outreach activities with school district leaders and local/state education organizations to ensure program promotion, college access and opportunities for students from underrepresented backgrounds, and meeting program metrics.
- Participates in evaluation and assessment efforts of the program, including data collection and analysis of program outcomes; identifying problems and/or opportunities and coordinating and implementing assessment outcomes.
- Establishes and maintains partnerships with University stakeholders, community members, University departments, and parents/guardians.
- Represents the Department on various boards, organizations, and University committees.
- Researches and assists in development initiatives, including writing proposals for federal, state, and private agencies and fundraising efforts to secure resources to support the delivery of services.
- Serves as a resource to students, staff, and others on matters relating to program policies, procedures, and activities.
- Teaches First-Year Experience courses.

MINIMUM QUALIFICATIONS

- Master’s degree in higher education, counseling, or related field
- Four years of experience working with students who are first-generation to college, from low-income backgrounds, and/or populations underrepresented in higher education
- Knowledge of and experience with college access and preparation with K-12 students and guidance efforts with underrepresented youth
- Strong administrative and organizational skills
- Experience with program evaluation and school-based nonprofits
- Ability to solve problems independently
- Demonstrated strength in written and verbal communication
- Supervisory and budgetary experience
- Knowledge of higher education and the challenges faced by students who attend under-resourced schools, and who are first-generation to college, from low-income backgrounds and/or populations underrepresented in higher education

PREFERRED QUALIFICATIONS

- Grant writing and/or grant management experience
- Experience in leading professional development training

APPOINTMENT TERMS

This is a full-time grant-funded, end-dated position with the possibility for annual renewal. The University offers a competitive salary, outstanding benefits including employee and dependent tuition waivers at UConn, and a highly desirable work environment. Salary will be in the mid $60k's commensurate with the successful candidate's background and experience.

TERMS AND CONDITIONS OF EMPLOYMENT

Employment at the University of Connecticut is contingent upon the successful candidate’s compliance with the University’s Mandatory Workforce COVID-19 Vaccination Policy. This Policy states that all workforce members are required to have or obtain a Covid-19 vaccination as a term and condition of employment at UConn, unless an exemption or deferral has been approved. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY

Please apply online at https://hr.uconn.edu/jobs, Staff Positions, Search #495892 to upload a resume, cover letter, and contact information for three (3) professional references.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on December 14, 2021.

All employees are subject to adherence to the State Code of Ethics which may be found at http://www.ct.gov/ethics/site/default.asp.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University’s teaching, research, diversity, and outreach missions, leading to UConn’s ranking as one of the nation’s top research universities. UConn’s faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Advertised: Nov 23 2021 Eastern Standard Time
Applications close: Dec 14 2021 Eastern Standard Time