EDUCATIONAL OPPORTUNITY CENTER PROGRAM DIRECTOR JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>EOC Program Director</th>
<th>DEPARTMENT</th>
<th>Educational Opportunity Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTS TO</td>
<td>Project Director/CEO</td>
<td>FSLA STATUS</td>
<td>Full-Time, Salaried, Exempt</td>
</tr>
<tr>
<td>DIRECT REPORTS</td>
<td>Coordinators, Advisors, Engagement Specialists, and Office Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Summary

The HEC-Educational Opportunity Centers Program performs community outreach to identify and recruit first-generation, low-income individuals aged 19 or older to provide resources for college access. Program services are promoted and provided in the following five target counties: St. Louis City (MO), St. Louis County (MO), Madison (IL), St. Clair (IL), and Clinton (IL) counties. Ongoing information dissemination and stakeholder development take place to keep the target service counties and region informed about program initiatives, services, and activities.

The Program Director will oversee the operations, management, and administration of all aspects of the Educational Opportunity Centers program within Higher Education Consortium. The primary responsibility is to provide leadership in developing and implementing program strategies that enhance educational opportunities for underserved populations. This includes researching, planning, developing, and implementing the grant proposal plan of operation, managing the budget, hiring and supervising staff, and promoting the program to community stakeholders and potential participants. The Program Director defines the scope of program initiatives and activities in compliance with the grant proposal and federal legislation and regulations. This position sets program deadlines, coordinates projects, delegates tasks, and manages the day-to-day program operations of multiple EOC worksites. This role prefers a strong background in TRIO programs, demonstrated supervisory experience.

Duties & Responsibilities

- **Program Management**: Develop and implement strategic plans to achieve program objectives and goals. Oversee the day-to-day operations of the EOC program.
- **Supervision**: Provide leadership and supervision to EOC staff, including hiring, training, performance evaluation, and professional development.
- **Budget Management**: Manage program budget, including planning, monitoring expenditures, and ensuring compliance with federal and institutional regulations.
- **Compliance**: Ensure program compliance with federal TRIO regulations and institutional policies.
- **Outreach and Recruitment**: Develop and execute outreach strategies to identify and recruit eligible participants. Collaborate with community organizations, schools, and other stakeholders.
- **Data Management**: Oversee the collection, management, and analysis of program data to assess program effectiveness and inform decision-making. Perform internal audit.
- **Reporting**: Prepare and submit required federal and institutional reports, including board reports and Annual Performance Report (APR). Ensure timely and accurate reporting of program activities and outcomes.
- **Student Support**: Provide guidance and support to program participants to help them navigate educational opportunities, financial aid, and career planning.
- **Collaboration**: Work collaboratively with other departments, TRIO programs, and community partners to enhance program offerings and support services.
- **Professional Development**: Maintain knowledge of industry trends and TRIO EOC legislation and regulations. Stay current on Department of Education standards by continuing education, reading publications, talking with peers, and joining professional groups. Attend local, state, regional and national professional conferences, meetings and workshops.
Education & Experience
- **Education:** Master’s degree in education, higher education administration, public administration, workforce education & development, business, or a related field.
- **Experience:** Minimum of 5 years of experience working with TRIO programs or similar educational programs. Demonstrated supervisory experience. Management experience working in an education, non-profit or business setting. Having experience working in a related educational and/or other type community service program for groups that are traditionally underrepresented in postsecondary education or are otherwise disadvantaged individuals.
- **Preferred:** Former participant of a TRIO program (e.g., Upward Bound, Talent Search, Educational Opportunity Centers or Student Support Services).
- **Skills:** Strong leadership, organizational, and communication skills. Ability to manage multiple priorities and meet deadlines. Proficient in data management and reporting.

Additional Attributes
- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to document, multi-task, and organize.
- Proven experience in program management, project management and managing a team.

Physical Requirements
Getting in and out of a vehicle (up to 4 hours per day), standing (up to 4 hours per day), and/or office work involving sitting (up to 6 hours); Indoor/outdoor work will involve mobility between the office, campus, and various other sites which may include outdoor activities (even in inclement weather); Time regularly spent making and receiving phone calls, texting, and emailing participants and/or Community Stakeholders; May require lifting up to 25 pounds; Hours may vary to accommodate weekend, evening, and summer activities as needed.