

Position Announcement

TRiO Educational Opportunity Center (EOC)

- Position:** TRiO Educational Opportunity Center Assistant Director
Nine month and two summer terms professional administrative position.
- Job Description:** The Assistant Director assumes the overall responsibility for 1,000 eligible adults residing in a 22 county target area and preparing participants for entry/reentry into postsecondary educational programs.

The Assistant Director is in charge of the budget; supervision/evaluation of EOC staff; EOC goals and objectives and creates the Annual Performance Report for the U. S. Department of Education. The Assistant Director reports to the Henderson State University (HSU) TRIO Director, HSU Administration, and the U.S. Department of Education.
- Qualifications:** Master degree in counseling, education, administration, or a related field. Commitment to and experience working with disadvantaged populations. A minimum of three years' experience in fiscal and employee supervision, managing and implementing TRIO programs or related programs that serve disadvantaged students. Knowledge of TRIO programs and Educational Opportunity Center federal regulations
- Salary:** Mid \$40s
- Application:** Send a letter of interest, professional resume, and the names, phone numbers and email addresses of five references to:

Educational Opportunity Center Committee Chair
Email: cumminr@hsu.edu
Henderson State University
Arkadelphia, Arkansas 71999-0001

Review of applications will begin October 5, 2020. The final applicant for this position will be required to submit to a background screening including a criminal background check pursuant to university policy. The applicant will also be required to provide official transcripts.

Henderson State University is an Equal Opportunity/Affirmative Action Employers