Position Specific Summary
Lead the development, implementation, administration, and activities of a U.S. Department of Education funded TRIO pre-collegiate preparatory program designed to generate the skills and motivation necessary for success in education beyond high school among a diverse group of young people from low-income and/or first-generation backgrounds with demonstrated academic need. Position is responsible for researching and writing grant applications; facilitating data retention and submission of Department of Education annual reports; developing and maintaining program budget; supervising professional staff, as well as temporary and student employees; managing Upward Bound operations in compliance with grant regulations; maintaining professional relationships with administration, teachers, students, and parents in target schools; building and maintaining professional relationships, as well as collaborating, with key stakeholders on campus in order to promote and advance the student experience in Upward Bound; promote healthy relations to enhance the team environment with Upward Bound, Center for Diversity & Enrichment, and other departments on campus.

There is an expectation that the person in this position will maintain effective, civil, and respectful working relationships with the University of Iowa campus community and uphold a high standard of cultural competency and respect for difference that represents the Center for Diversity & Enrichment’s commitment to diversity, equity, and inclusion.

Occasional evening and weekend activities during the academic and summer components are required. A week of overnight summer travel in the month of July or August is also required.

Key Areas of Responsibilities and Specific Job Tasks

Operational and Financial Management:
- Responsible for overall development and ongoing management of programs and services.
- Implement and plan new programs and services.
- Evaluate program operation in meeting stated objectives.
- Develop budget, oversee budget operations, and assure issues are resolved.
- Initiate, seek approval for, document, and account for all project expenditures.
- Analyze program data to ensure affordability, practicality, and efficiency of efforts.
- Manage the administrative and operational functions of program.
- Monitor assessment and student academic progress.
- Manage data collection methods and tracking of students.
- Submit APR and fiscal reports.
- Responsible for writing grant applications to secure funding for program, project or service.
- In coordination with CDO Human Resources, create and adjust job descriptions for project personnel, recruit, train, develop, and manage the performance of staff assuring staff is compliant with UI policies and procedures.

### Strategic Planning:
- Research new developments in TRIO legislation, regulation, policy, and funding to ensure project meets expectations.
- Recommend or may develop strategic plan for the program.
- Implement strategic plan.
- Develop strategy for budget priorities.
- Provide recommendations for best practices to position grant for renewal at the end of each cycle.

### Communication and Outreach:
- Determine communication strategy to promote program.
- Present to professional groups.
- Publish results in journals or other publications as appropriate and allowable.
- Develop educational programs in collaboration with other university departments and programs.
- Liaison with ED, target school personnel, parents, community agencies, and university departments to best promote the program and create access opportunities for program participants.
- Participate on college, community, and statewide committees as assigned.

### Compliance:
- Assure applicable compliance with university, state and federal rules and regulations.
- Ensure compliance with all aspects of EDGAR (Education Department General Administrative Regulations).
- Ensure compliance with Department of Education TRIO legislation and regulations.
- Recommend changes in program policies and procedures.

### Quality Improvement:
- Implement initiatives targeted at optimizing organizational efficiency.
- Facilitate and evaluate quality improvement efforts.
- Develop quality improvement tools.
- Ensure integrity of program.

### Leadership/Supervision:
- Develop and implement program policies and practices of a culture that supports staff engagement in the workplace.
- Provide functional and/or administrative supervision to assigned professional and support staff.
- Develop and implement performance expectations and plans for program staff.
- Develop and foster a safe and productive work environment for staff of all backgrounds and identities.
- Ensure staff is compliant with UI policies and procedures.

### Universal Competencies:

**Collaboration and Embracing Diversity (Extensive)**
Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.
• Establishes and maintains positive and productive working relationships within and outside of own area and background.
• Identifies and resolves disagreements/conflicts in early stages.
• Promotes a safe, equitable, respectful environment in which concerns can be addressed effectively.
• Recommends changes to work practices and policies to promote transparency and approachability.

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<tr>
<th>Positive Impact/Achieving Results (Extensive)</th>
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<tr>
<td>Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results.</td>
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<td>• Ensures time, resources, energy, learning opportunities, and actions are focused on priorities that matter to the changing workplace.</td>
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<td>• Creates a team environment of accountability and commitment for reaching goals and desired results; ensures team is developed to address future needs.</td>
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<td>• Ensures compliance with codes of ethics that benefit the overall good of all constituents.</td>
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<td>• Demonstrates and communicates a big picture understanding of the organization, its interrelationships, and priorities.</td>
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<th>Service Excellence/Customer Focus (Extensive)</th>
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<td>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</td>
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<td>• Participates in developing a variety of effective ways to deal with service challenges.</td>
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<td>• Models service delivery and coaches others to deliver excellent service in a variety of settings.</td>
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<td>• Communicates well with direct reports, peers, leadership, and external constituents.</td>
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**Job Family Technical Competencies:**

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<th>Analytical Thinking (Extensive Proficiency Level)</th>
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<td>Knowledge of techniques and tools that promote effective analysis and the ability to determine the root cause of organizational problems and create alternative solutions that resolve the problems in the best interest of the business; Knowledge of retention strategies.</td>
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<tr>
<td>• Develops and manages large and important budgets.</td>
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<td>• Uses organization's preferred budgeting software tools.</td>
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<td>• Compares planned budgets vs. actual expenditures, identifies, reports, and explains variances.</td>
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<td>• Works with business managers to create appropriate budget amounts.</td>
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<td>• Participates in developing budget adjustment procedures and practices.</td>
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<td>• Evaluates past business decisions and associated budgetary considerations and impact.</td>
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<th>Budgeting (Extensive Proficiency Level)</th>
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<td>Knowledge of, and ability to apply, policies and practices for planning and administering a budget.</td>
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<td>• Operates and maintains standard office equipment such as copiers, faxes, phones.</td>
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<td>• Distributes internal and external correspondence to appropriate recipients.</td>
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<td>• Coordinates travel arrangements and expense reimbursements.</td>
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<td>• Arranges meetings, schedules rooms, equipment, refreshments, etc.</td>
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## Decision Making and Critical Thinking (Extensive Proficiency Level)
Understanding of the issues related to the decision-making process; Ability to analyze situations fully and accurately, and reach productive decisions.

- Uses effective decision-making approaches such as consultative, command, or consensus.
- Differentiates assumptions, perspectives, and historical frameworks.
- Leverages experience in analyzing relevant data and assessing implications of alternatives.
- Identifies decision options and points and predicts their potential impact.
- Evaluates past decisions for insights to improve decision-making process.
- Makes sure assumptions and data are objectively analyzed in decisions.

## Effective Communications (Expert/Leader Proficiency Level)
Understanding of effective communication concepts, tools and techniques; Ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.

- Communicates effectively with diverse audiences, using appropriate media and language.
- Ensures important messages are clearly understood.
- Writes reports, articles, or books for distribution to the business or professional community.
- Works to create a climate that values and rewards good oral and written communication.
- Coaches others on methods of improving their own communications.
- Monitors developments in communications tools for potential use by organization.

## Performance Management (Working Proficiency Level)
Ability to apply organization’s performance management system, practices, and tools to developing and improving individual, team, and organizational performance.

- Makes sure performance goals, checkpoints, and feedback focus on behaviors.
- Uses formal and informal rewards and recognition programs for employees.
- Identifies opportunities to enhance performance, e.g., practice assignments, training, shadowing.
- Provides documented input to formal performance review conducted by manager.
- Observes individual performance and provides fair and objective feedback.

## Planning: Tactical, Strategic (Extensive Proficiency Level)
Ability to contribute to operational (short term), tactical (1-2 years) and strategic (3-5 years) planning in support of the overall business plan.

- Develops, refines, and communicates tactical plans for own responsibilities.
- Plans for allocation of resources in line with unit goals, technical and business objectives.
- Provides the right level of detail as input for strategic plan development.
- Demonstrates the value and necessity of linking tactical plans to overall strategic plan.
- Ensures the planning process is integrated with the overall business plan.
- Ensures attention to the detail and dependencies of existing departmental-level plans.

## Project Management (Extensive Proficiency Level)
Ability to plan, organize, monitor, and control projects, ensuring efficient utilization of technical and administrative resources, to achieve project objectives.

- Plans, estimates, staffs, organizes and monitors significant projects.
- Utilizes preferred tools, techniques and methods for estimating project cost and time.
- Identifies risks and vulnerabilities, and creates contingency plans.
- Identifies reporting requirements, and creates monitoring and control mechanisms.
- Conducts regular and ad-hoc project reviews with project team, sponsors, and clients.
- Maintains open communication among project participants and interested parties.

**Promotion (Extensive Proficiency Level)**
Knowledge of organizational strategies and operations for promoting and publicizing products and services in the marketplace; Ability to develop and implement these strategies and operations.

- Coaches others on different methods or techniques of promotional campaigns.
- Monitors effectiveness of promotional campaigns; recommends improvements.
- Establishes a community name and presence according to the status of promotional activities.
- Develops multiple promotional campaigns to attain marketing objectives.
- Develops co-promotion strategies and negotiates with co-promoters.
- Develops standard processes to maximize the efficiency of promotional events.

**Relationship Management (Working Proficiency Level)**
Ability to establish and build healthy working relations and partnerships with clients, vendors, peers, and management team.

- Describes the roles and responsibilities in a business relationship.
- Monitors client satisfaction levels on a regular basis.
- Alerts own team to problems in client satisfaction.
- Ensures prompt and effective response to client requests and interactions.
- Works with clients to address critical issues and resolve major problems.

**Team Management and Team Building (Extensive Proficiency Level)**
Ability to form and manage effective teams.

- Leads the definition of team mission and objectives for a variety of teams.
- Employs appropriate techniques for maintaining team enthusiasm, energy, and focus.
- Communicates both within the team and to stakeholders.
- Ensures that team members are on board, unified, and moving in the same direction.
- Learns and utilizes special talents and work styles of team members.
- Brings projects to closure and ensures capture of what can be learned from the experience.

**Position Qualifications**

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<th>Education or Equivalency Required</th>
<th>A master’s degree, or an equivalent combination of education and experience.</th>
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| Required Qualifications           | • Typically at least three years of experience working with middle and/or high school age students and/or first year college students from various U.S. ethnic and racial backgrounds, low income, and/or potential first generation college students.  
- Extensive proficiency interacting and working effectively with colleagues from various racial/ethnic backgrounds and a demonstrated commitment to promoting a diverse environment.  
- Extensive knowledge of, and ability to apply, policies and practices for planning and administering a budget, analyzing data, and writing reports.  
- Extensive experience understanding the issues related to the decision-making process and analyzing situations fully and accurately to reach productive decisions. |

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### Expert/Leader Experience
- Expert/Leader experience in oral and written communication in order to effectively transmit, receive, and interpret information, ideas, and needs.
- Working knowledge in applying performance management practices and tools to develop and improve individual and team performance.
- Extensive proficiency planning, organizing, and managing projects, ensuring efficient utilization of technical and administrative resources, to achieve project objectives.
- Working experience establishing and building healthy working relations and partnerships with clients, vendors, and peers along with extensive proficiency forming and managing effective teams, including supervisory experiences.

### Desirable Qualifications
- Experience in designing, managing, or implementing a Department of Education funded TRIO project or other program serving a similar population, is highly desirable.
- Experience teaching high school or first year college students.
- Grant writing experience.
- Experience in directing the use of computer-based data collection and recordkeeping systems.
- Extensive knowledge of techniques and tools that promote effective analysis and the ability to determine the root cause of organizational problems and create alternative solutions that resolve the problems in the best interest of the business; extensive knowledge of retention strategies.
- Extensive knowledge of organizational strategies and operations for promoting and publicizing products and services, including developing and implementing these strategies and operations.
- Extensive knowledge contributing to operational, tactical, and strategic planning in support of the overall project plan.