

TRIO Intake Coordinator (part-time)
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260556>

Downloaded On: Aug. 17, 2025 10:12pm

Posted Aug. 1, 2025, set to expire Jul. 11, 2026

Job Title	TRIO Intake Coordinator (part-time)
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Aug. 1, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Classified Staff
Academic Field(s)	Student Services Educational Services Counseling Services
Apply Online Here	https://apptrkr.com/6435290

Apply By Email

Job Description

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TRIO Intake Coordinator (part-time)

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

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Job Description

Truckee Meadows Community College (TMCC), located in Reno, Nevada is seeking applicants for a TRIO Intake Coordinator.

The TRIO Student Support Services (SSS) Program, a federally-funded college retention and graduation program is designed to provide academic support services to 140 first-generation students, low-income students and students with disabilities. The goal of the TRIO SSS program is to increase the persist and graduation rates of its participants and to facilitate the process of transition to a four-year program or institution. The Intake Coordinator will work in collaboration with the Director and Project Coordinator to coordinate the participant intake process and ensure a smooth enrollment and transition of eligible students into the SSS program. This role will provide information to prospective participants, facilitate the application process, verify eligibility, and conduct interviews. The Intake Coordinator will assist with current program participant check-in meetings to ensure they are supported and connected to resources that contribute to their academic success. Additionally, the Intake Coordinator will help facilitate academic support, personalized tutoring, career development, and financial literacy to SSS students. This position is grant funded by the US Department of Education and is contingent upon yearly funding through August 31, 2030 at 30 hours a week (75%). This position is based at our Dandini campus in Reno, NV and requires in-person presence.

Minimum Qualifications:

Bachelor's Degree from an accredited institution in education, counseling, student development or closely related field and one (1) year of appropriate and relevant professional experience providing academic support in a high school or college setting including tutoring, workshops, and academic advising.

Preferred Qualifications:

1. Master's Degree from an accredited institution in education, counseling, student development or closely related field with three (3) years of experience managing TRIO programs or similar postsecondary equity programs.
2. Experience managing TRIO programs or similar postsecondary equity programs.
3. Experience working with TRIO Student Support Services programs or other programs focused on low-income, first generation, or academically disadvantaged populations, including students with disabilities, preferred.
4. Professional or personal experience in overcoming barriers similar to those confronting project participants is a plus.

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Responsibilities:

Demonstrate cultural competency and sensitivity to the variety of backgrounds and experiences of community college students, faculty, and staff at Truckee Meadows Community College.

Program Administration

- Coordinate and assists students with the TRIO Student Support Services (SSS) application process; ensure required documentation is collected and verified.
- Communicate regularly with prospective participants regarding their application status and program requirements.
- Respond to applicant inquiries, provide information, and conduct timely follow-up.
- Maintain accurate and up-to-date records of student applications, eligibility, and enrollment status.
- Verify applicant eligibility and process admissions following established TRIO SSS procedures.
- Conduct intake interviews to assess students' academic needs and explain program services, expectations, and resources.
- Facilitate the onboarding and integration of new participants into the TRIO SSS community.
- Connect students with academic support services, including study skills workshops, time management training, and success seminars.
- Monitor participant progress in the Financial Literacy 101 online curriculum and provide support as needed.
- Assist in managing and maintaining the TRIO SSS Canvas course platform, ensuring content is current and accessible.

Leadership

- Ensure compliance with program policies, procedures, federal regulations related to student eligibility and enrollment.
- Collaborate with the TRIO team to develop personalized student success plans.
- Maintain detailed records of student interactions, program participation, and support services provided.
- Monitor academic progress and provide timely support and interventions to promote student retention and success.
- Assists in preparing reports on program outcomes and service utilization.
- Enter and manage participant data into the Blumen database to support federal grant reporting
- Support outreach efforts through information sessions, tabling events, and presentations to promote TRIO SSS services and eligibility.
- Participate in local, regional, and national professional development opportunities to stay current

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with best practices in student support.

Programming & Student Activities

- Assist in planning and facilitating a diverse range of events for SSS program participants, including annual celebrations, workshops, presentations, cultural enrichment activities on and off campus
- Assist in collecting and reporting assessment outcomes related to student participation and program impact.
- Build strong rapport with participants, program staff and TMCC faculty and staff to foster a supportive learning environment.
- Advise students and support the development of personalized student success plans aligned with their academic and career goals.
- Stay informed on best practices in mentoring, tutoring, advising, and retention to enhance program effectiveness.

Program Liaison

- Act as liaison with college personnel and departments to foster and maintain positive relationships with the campus at-large and to implement outreach on the campus to utilize campus resources for participant development.
- Work closely with office of admissions, academic advising, financial aid, counseling services, career hub, library and learning commons, among other departments as necessary.
- Provide appropriate referrals to wrap-around services (e.g. basic needs, counseling, child care, transportation) and disseminate information about on-campus and community resources as needed.
- Report in-person at the Dandini campus.

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Other duties as assigned.

Salary and Benefits Information:

Salary: \$39,828 - \$49,785, initial salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 19.25% retirement match
- Life insurance, short term disability, generous annual and sick leave - [NSHE Benefits](#)
- Employer-paid long term disability (LTD) at 60% of salary up to \$7,500 per month-[UNUM](#).
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

75.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the

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cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

- 1) Resume/CV
- 2) Cover Letter
- 3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Applicants are encouraged to apply immediately for full consideration. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

Posting Close Date

09/1/2025

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

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Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/TRIO-Intake-Coordinator--part-time-_R0148529

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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