

**TRIO Veterans Upward Bound Director
Truckee Meadows Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=260985>

Downloaded On: Aug. 13, 2025 3:38am

Posted Aug. 10, 2025, set to expire Jul. 11, 2026

Job Title TRIO Veterans Upward Bound Director
Department
Institution Truckee Meadows Community College
Reno, Nevada

Date Posted Aug. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Services
Counseling Services

Apply Online Here <https://apptrkr.com/6455046>

Apply By Email

Job Description

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TRIO Veterans Upward Bound Director

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.

Job Description

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Truckee Meadows Community College (TMCC), located in Reno, Nevada is seeking applicants for a TRIO Veterans Upward Bound (VUB) Director. The Director oversees the TRIO Veterans Upward Bound (VUB) program serving 164 veteran participants, ensuring educational services meet federal, state, NSHE, and institutional goals. This role leads all aspects of program administration, including budget management, staff supervision, compliance, and performance reporting. Key duties include recruiting, training, and evaluating professional and support staff; coordinating outreach and participant recruitment; and guiding veterans' educational and career planning. The Director also manages grant writing, reporting, and partnerships, while fostering collaboration across student services programs. This position is based at our Meadowood site and requires in-person presence. Continuation of this position is dependent on yearly federal funding.

Major Responsibilities

1. Direct oversight and administration of the Veterans Upward Bound Project
2. Consistently meet all of the objectives outlined for this grant.
3. Develop, approve and enforce curriculum, services and activities year-round.
4. Develop and direct initiatives and collaborations with military bases/units, veterans support centers, and sister programs.
5. Supervise the maintenance of accurate data and documentation to generate monthly, quarterly, and annual reporting.
6. Train, lead and evaluate an effective team of coordinators and support staff to consistently meet program objectives.
7. Develop and foster critical relationships with college and university departments; community agencies; veteran organizations, and personnel throughout the eight-county service area.
8. Conduct outreach activities for recruiting, identifying and selecting program participants.
9. Implement and maintain an information and data tracking system to monitor student progress; conduct follow up activities for project students; and assess project outcomes achievement.
10. Oversee maintenance of federally mandated participant and programmatic records.

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11. Prepare, implement, and monitor the program budget for appropriate expenditure and compliance of federal funds.

12. Direct the development of federally mandated performance reports, internal reports and project evaluation.

Minimum Qualifications

1. Master's degree in Counseling, Education, Administration or closely related field from an accredited institution OR; Bachelor's degree in a related field and an additional five (5) years of related professional experience.
2. Five (5) years of related professional experience with veterans, first-generation, low-income students, and/or disadvantaged populations, or related professional experience.
3. Three (3) years of higher education administrative experience. Direct supervisory experience of professional staff, hiring, budget, and performance management.
4. Three (3) years directing/coordinating a TRIO or other equity program, or a minimum of four (4) years as an assistant director or equivalent level.
5. Experience in military veteran services.
6. Experience advising students at a higher education institution.
7. Experience writing federal grants, annual reports, mandatory federal performance reports, and other similar reports.

Preferred Qualifications:

1. 5-7 years of experience coordinating or managing federally funded TRIO projects at postsecondary institution
2. Experience in working with Federal regulations, Department of Education, Office of Management Budget (OMB), including college policies and procedures
3. Experience working at a community college
4. Experience with Blumen Data Management Software or other database systems

Salary and Benefits Information:

Salary:

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\$100,131 - \$125,164, 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, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- 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

100.0%

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 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.

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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.

Posting Close Date

09/8/2025

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.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Meadowood-Center/TRIO-Veterans-Upward-Bound-Director_R0148633-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCC's 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 Nevada's growing economy, TMCC is located near the beautiful Sierra

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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 applying for or inquiring about this job announcement.

Contact

N/A

Truckee Meadows Community College

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