

TRIO Team Leader

THE IMPORTANCE OF STUDENT LEADERS AT KNOX

Student leaders play a vital role in shaping the Knox College experience. While our leadership opportunities are diverse, each has the common goal of enhancing campus life, complementing the academic experience, and upholding the College's values of critical thinking, inclusivity, respect and support. Student leaders are able to affect change on campus through mentoring, advocacy, peer education and program development. They experience the fulfillment of service as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

Overview

A TRIO Team Leader is a successful returning TRIO participant who supports the role of TRIO advisors by assisting new TRIO participants with their first-year experience at Knox College during both the TRIO Bridge Program and the academic year through individual and group activities, as well as electronic/social media contacts. Each TRIO Team Leader will be assigned a peer advising team of approximately 5-9 students.

Responsibilities

- Participate in pre-service training.
- Assist with the TRIO Bridge Program.
- Attend two in-service training sessions each term.
- Make weekly contact via text, phone, email, social media apps, or other means with TRIO students based on the approved calendar of outreach topics.
- Plan, facilitate, and evaluate one group event per term.
- Help students adjust to campus life and maintain academic success.
- Communicate with TRIO staff regarding student needs and concerns.
- Help promote TRIO events/services to students.
- Complete and submit all TRIO documentation of contacts and evaluations as requested.

Evaluation of TRIO Team Leaders

- Report and reflect on weekly activities via an online outreach log.
- Submit per pay period completed individual contact reports and team event reports with appropriate signatures for federal audit documentation.

- Report on progress during in-service meetings.

Qualifications

- Spring term prior to starting employment (new leaders only): Successfully complete IDIS 130: Introduction to Leadership course (.5 credit).
- Must be active TRIO participants with demonstrated success in making use of program services.
- Minimum 2.0 cumulative GPA required; a 2.5 GPA or higher is preferred.
- Required to participate in early arrival pre-service training and assist with TRIO Bridge activities.
- Committed to serve the entire 2025-2026 academic year on campus.
- Strong collaboration and communication skills.
- A strong commitment to the goals, missions, and values of Knox College. Each Team Leader must abide by professional and ethical standards of conduct, including all Knox College policies.
- Maintain good social standing at Knox College for the entire academic year.

Compensation

- Compensation will be adjusted to reflect hourly minimum wage increases as appropriate. Hourly wage compensation for pre-service training and TRIO Bridge assistance (approximately 50 hours); weekly outreach and/or individual contacts with students during each term (approximately 3 hours per week); and event planning/facilitation/assessment of one group event per term (hours vary but typically do not exceed 5 hours in total). Team Leaders also attend two in-service training meetings per term, which are paid. Additional hours may be worked with prior approval.
- All hours worked as a TRIO Team Leader must be recorded in eTime and documented appropriately in submitted contact/event reports or the online outreach log. eTime is approved every other Monday morning, and any time recorded that does not have correlating documentation will be deleted.