



## JOB DESCRIPTION

<b>JOB TITLE:</b> Title V and NSF HSI Project Director	<b>FLSA:</b> Exempt <b>Security Sensitive:</b> Yes
<b>Department:</b> Title V and NSF HSI Grants	<b>Date Revised:</b> 09/01/2021
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-52
<b>Reports To:</b> Vice President of Instruction	

**Job Summary:**

The Title V Project Director reports directly to the Vice President of Instruction and has responsibility for the Title V project and grant; the NSF HSI project and grant; and the scholarship and education research required of the NSF HSI project

**Essential Functions:**

- Provides leadership and coordinates the planning, development and implementation for the Title V project and grant and the NSF HSI project and grant
- Provides leadership and coordination among the components of the NSF HSI project (e.g., Leadership Team, Research Team, Evaluation Team, Faculty Mentors, Faculty Liaisons, and the Steering Delegation for Student Success);
- Plans, manages and implements the scholarship and research efforts, including dissemination, of the NSF HSI project;
- Supervises the Title V and NSF HSI grant budgets, prepares annual budgets, and authorizes all expenditure of funds ensuring appropriate utilization of funds;
- Prepares and implements the course development and delivery of the STEM Discovery Seminar;
- Coordinates, develops, and instructs the STEM Study Abroad course in Costa Rica;
- Supervises, directs, and evaluates project staff of the Title V and NSF HSI grants;
- Manages planning, scheduling, budgeting and operational efficiency;
- Coordinates and oversees equipment purchases;
- Coordinates and oversees grant renovation projects;
- Coordinates and oversees all Title V and NSF HSI course development and/or redesign projects;
- Develops appropriate tracking procedures and mechanisms for grant participants and develops and implements appropriate tracking procedures and follow-up on transfer students during and after the grant period;
- Assists the external evaluator and the internal monitoring team in ongoing formative and annual summative project evaluation;
- Prepares and submits all reports, budget reports, and other documents related to the Title V and NSF HSI grants in a timely manner;
- Prepares all Title V and NSF HSI grant fiscal and progress reports as required and ensures compliance with funder’s regulations;
- Coordinates development of Articulation Agreements with area universities;
- Ensures that the Title V and NSF HSI projects comply with all institutional, state and

- federal guidelines, policies, and regulations;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties as assigned.

**Minimum Education, Skills and Abilities**

- A Master's Degree in a teaching discipline, higher education, educational administration/management, or a closely related field;
- At least three years' higher education administrative and/or instructional experience;
- At least three years' of instructional management and/or project management, including but not limited to, budgeting, personnel, and project management/evaluation.
- Strong organizational skills;
- Demonstrated experience in budget development and fiscal management;
- Demonstrated leadership skills and skills in establishing and maintaining effective working relationships with faculty, staff, other departments, students, and the public;
- Ability to manage multiple projects and inspire others to achieve the objectives;
- Ability to work within an open and team environment using collaborative approaches;
- Ability to create a culture that focuses on teaching and learning, and student success;
- Ability to foster college-wide partnerships to promote quality in education;
- Demonstrated strong oral and written communication skills;
- Strong computer skills.

**Preferred Education, Skills and Abilities**

- Doctoral degree in high education or closely related field.
- Five years of project management and/or instructional management experience, or any equivalent combination of education and/or experience;
- Experience with grant funded programs and project management particularly in the Title V areas;
- Demonstrated knowledge of state and federal compliance requirements and regulations;
- Demonstrated ability to develop and implement new programs to serve the needs of the college and the community;
- Demonstrated bi-lingual skills.

**Work Environment / Physical Requirements:**

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions;
- Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

**Special Requirements:**

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all

responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date