



## JOB DESCRIPTION

<b>JOB TITLE:</b> HSI STEM Project Director	<b>FLSA:</b> Exempt <b>Security Sensitive:</b> Yes
<b>Department:</b> HSI STEM Grant	<b>Date Revised:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-51
<b>Reports To:</b> Vice President of Instruction	

**Job Summary:**

The HSI STEM Project Director reports directly to the Vice President of Instruction and has responsibility for the HSI STEM project and the HSI STEM grant.

**Essential Functions:**

- Provides leadership, management and administrative direction for the HSI STEM project and grant;
- Supervises the HSI STEM grant budget, prepare annual budgets, and authorize all expenditure of funds ensuring appropriate utilization of funds;
- Supervises, directs and evaluates all project staff;
- Coordinates and oversees equipment purchases;
- Coordinates and oversees grant renovation projects;
- Coordinates and oversees all STEM 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 HSI STEM project and grant in a timely manner;
- Prepares all HSI STEM grant fiscal and progress reports as required;
- Coordinates development of Articulation Agreements with area universities;
- Ensures that the HIS Project complies 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 and five 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**

- A Master’s Degree in a STEM teaching discipline or a closely related field and 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 STEM 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:**

- Works primarily, although not exclusively, in a climate controlled environment;
- This position requires average agility and good physical condition;
- Must be able to lift 25 pounds;
- Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, and other physical exertion;
- Work may require working above the shoulders and repetitive motion. (Examples of work requiring physical exertion include, but are not limited to, physically handling and/or lifting equipment/objects up to approximately 25 pounds, climbing ladders, kneeling, and crawling.)

**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