

JOB DESCRIPTION

JOB TITLE: Title V Project Director	FLSA: Exempt Security Sensitive: Yes
Department: Title V Grant	Date Revised: 6/13/2018
Security Sensitive: Yes	Grade: C-51
Reports To: 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 the Title V grant.

Essential Functions:

- Provides leadership, management and administrative direction for the Title V project and grant;
- Supervises the Title V 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 Title V 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

Minimum Education, Skills and Abilities

- A Master's Degree in a teaching discipline, higher education, educational administration/management, or a closely related field;
- 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;
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