

MIAMI DADE COLLEGE

Job Description

JOB TITLE: Director of the Global Civil Society Project

JOB CODE: 0122

SALARY GRADE: 18

FLSA STATUS: Exempt

PREPARED BY/DATE: Jennifer C. Brito/03-05

APPROVED BY/DATE:

REPORTS TO: Chief of Staff

CALENDAR CODE: PEC

REVISED:

SUMMARY

Plans, coordinates and implements a comprehensive array of activities of the Global Civil Society Project (GCSP), a public space for discussion and action focused on Latin America, Caribbean, and South Florida on topics of transnational civil society and the impact of diasporas citizens in their countries of origin, as well as their nation of immigration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages the overall operations of the GCSP, including budget, staff supervision, grants, fund raising, and program implementation

Plans and coordinates conferences, meetings, classes, seminars, lectures, publications, and cultural programs for the GCSP.

Collaborates with the appropriate college departments to develop the Project's programs, including the design of curricula for credit and non-credit courses in the subject areas

Conducts strategic planning, fiscal accountability, program development and assessment

Develops relationships with other academic entities, groups, or organizations with similar missions

Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of contracts and grants preparation and management
- Knowledge of grant funding policies and procedures and applicable local, state, federal and university regulations
- Knowledge of fund raising activities and donor recruitment
- Knowledge of business and finance principles, systems, procedures, and regulations
- Knowledge of financial accounting, budgeting, control, and reporting principles, methods, techniques, and standards
- Skill in budget preparation and fiscal management
- Skill in organizing resources and establishing priorities
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Ability to lead, guide, coordinate, and facilitate strategic planning processes.
- Ability to plan, organize, implement, evaluate, and modify programs, informational support systems, and processes
- Ability to develop, plan, and implement short- and long-range goals
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to speak effectively to employees, faculty, staff and community groups

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Master's degree in Political Science, International Studies, or a related field, with five (5) years of academic or administrative experience, or a doctorate in Political Science, International Studies, or a related field, and two (2) years of administrative experience. Fluency in Spanish, Haitian Creole, Portuguese or French required.