



Position Title: Director
Reports To: Department Chair, Natural Sciences, Chemistry/ Physics/ Earth Sciences
Department: Environmental Sciences Grant Program **Job Code:** 0123
Prepared By/Date: Jennifer C. Brito/6-05-2009 **Job Group:** PEC
Approved By/Date: Michael Boulos/7-15-2010 **Salary Grade:** 17
Revised: Jennifer C. Brito/7-15-2010 **FLSA Status:** Exempt

Summary:

Responsible for the organization, management, planning, implementation, continuous review and analysis of North Campus' Environmental Sciences program. Provides academic leadership, serves as an integral member of the College Campus and administrative teams, and works closely with Science Department Chairs, Associate Deans/School Directors, and Academic Deans.

Essential Duties and Responsibilities:

- Facilitates the development of college-wide Environmental Sciences program.
- Works with industry and other academic departments to develop curricula and articulation agreements.
- Hires, supervises, and evaluates personnel for the grant programs at both the Miami Dade College North Campus and University of Puerto Rico.
- Identifies grant opportunities; write responses; administers and manages program grant supporting environmental science initiatives at the North Campus.
- Serves as the chief liaison between the College and the University of Puerto Rico.
- Assures that the program efforts comply with the requirements of the funding source and provides appropriate documentation and annual reports.
- Prepares and maintains the budget.
- Serves on campus and college-wide committees.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Must have excellent written and oral communication skills.
- Must be computer literate with exceptional organization.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

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 quiet.

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.

Essential Personnel:

Non-essential

Minimum Requirements:

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

- Master's degree in a scientific or related discipline
- Four (4) years experience in higher education administration and program development.
- Must possess minimum of two (2) years of experience in grant management including budget, personnel management and reporting.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name