



Position Title: Director
Reports To: Dean, Academic
Department: VESSI Title V Grant
Prepared By/Date: Carlos Archbold/7-6-2010
Approved By/Date: Dr. Jeffrey Thomas/7-7-2010
Revised:

Job Code: 0123
Job Group: PEC
Salary Grade: 17
FLSA Status: Exempt

Summary:

The VESSI Title V Grant Director develops, coordinates, and implements grant activities according to federal guidelines and the policies of Miami Dade College.

Essential Duties and Responsibilities:

- Provides activities to support the success and retention of “first time in college students.”
- Establishes a management system with specific guidelines to track progress of students and the success of grant initiatives.
- Works in collaboration with the Director of the New Center, Director of Learning Support and other members of the academic community.
- Produces documents and reports of grant activities in compliance with federal guidelines.
- Maintains effective communication with campus administration and articulates program objectives and progress as needed.
- Supervises SSI staff and chairs SSI “Activity Committee.”
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of grants management
- Knowledge of grant funding policies and procedures and applicable local, state, and federal 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

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 Education or relevant field
- Four (4) years experience in teaching or implementing college-level learning/academic support services or retention programs.
- 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