



Position Title: Grant Director Title V-STEM-First Year Experience
Reports To: Campus President/Academic Dean
Department: Academic Affairs
Prepared By/Date: Guillermina Damas/10-13-2010
Approved By/Date: Thomas Meyer/10-13-2010
Revised: Jennifer C. Brito/10-13-2010

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

Summary:

The Grant Director is responsible for the organization, management, planning, implementation, continuous review and analysis of the Title V-STEM-FYE. This individual provides academic leadership, serves as an integral member of the College and Campus administrative teams, and works closely with STEM (Science, Technology, Engineering, and Mathematics) Department Chairs, Associate Dean, Academic Dean, Campus President, and government, industry, neighboring schools, and business partners.

Essential Duties and Responsibilities:

- Facilitates the development of the Title V STEM-FYE implementation
- Manages the \$2.4 million grant and meet all the reporting requirements for the Department of Education
- Acts as the primary liaison between the Campus and the US Department of Education
- Develops and implements Strategic Enrollment Management (SEM) in conjunction with external consultant(s)
- Trains personnel across Academic and Student Affairs for SEM
- Assigns academic and student services personnel to optimize Strategic Enrollment Management
- Works closely with College staff to lead development of instructional methods
- Works closely with College faculty to facilitate creation of training opportunities
- Oversees work with local high schools to develop assessment and support materials to enhance secondary math and science education
- Supervises and evaluates personnel for the program
- Performs grant management, budgeting, and grant compliance
- Writes reports and documents on project progress
- Serves as a liaison between the College and project consultants, focus groups, and funding agencies
- Assures that the program efforts comply with the requirements of the funding source
- Prepares and maintains budget, facilities, and equipment for the grant
- Serves on campus and college-wide committees
- Works closely with External Evaluator to evaluate and monitor project performance and outcomes
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of grant management including budget, personnel management and reporting
- Knowledge and understanding of retention strategies, strong understanding of varied Student Services, particularly for minority students.
- Knowledge and ability to use Microsoft office software and specific computer programs related to area of responsibility
- Excellent organizational and communication skills (both verbal and written).

- Ability to effectively present information to groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions for reporting purposes.
- 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; talk or hear; and 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 scientific discipline, Education or related field with four (4) years of administrative experience
- Experience in 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