



Position Title: Program Director, STEM TRAC
Reports To: Dean of the School of Science
Department: School of Science
Prepared By/Date: Donna French/10-14-2011
Approved By/Date: Dr. Heather Belmont/10-14-2011
Revised:

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

Summary:

The Director of the STEM-TRAC is responsible for the organization, management, planning, implementation, continuous review and analysis of the grant. The director oversees the operations of three MDCISTEM-TRAC Centers (North, Kendall and Wolfson Campuses) and the external collaborator. This individual provides academic leadership, serves as an integral member of the College and various campuses administrative teams, and works closely with STEM (Science, Technology, Engineering, and Mathematics) Department Chairs, Associate Deans/School Directors, Deans, Campus Presidents, and all grant partners.

Essential Duties and Responsibilities:

- Facilitates the development and implementation of all aspects of the grant
- Oversees operations of three campus sites
- Manages a 5.9 million grant and meets all the reporting requirements for the Department of Education
- Acts as the primary liaison between the Campus and US Department of Education
- Oversees work with local high schools to develop assessment and support materials to enhance participation In secondary math and science education
- Collaborates with grant partners and oversees enrollment and participation in the grant activities
- Hires, supervises, and evaluates both full-time and part-time personnel for the program
- Serves as a liaison between the College and project consultants, focus groups, and funding agendas
- Assures that the program efforts comply with the requirements of the different funding sources
- Prepares and maintains budget, facilities, and equipment for the grant
- Serves on campus and college-wide Committees
- Works closely with the IR Data Base and Report Analyst to guarantee data collection
- Works closely with External Evaluator to evaluate and monitor project performance and outcomes
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent written and oral communication skills
- Possess exceptional organizational skills
- Ability to demonstrate leadership and supervisory skills
- Knowledge and proficiency in Microsoft applications
- Knowledge in Instructional Design
- Ability to work a flexible schedule which may include evening or weekend assignments
- Ability to provide own transportation and to travel amongst campuses
- Ability to work well 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 stand 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 walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

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 STEM field or Counseling, Social Work, Advisement or Education and four (4) years of administrative and grant management including budget, personnel management and reporting; and related experience in student academic advisement and under prepared and limited language proficient students

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name