



Position Title: Project Director, Tools for Success Program
Reports To: Department Chair
Department: Natural Sciences, Health and Wellness
Prepared By/Date: Jennifer C. Brito/5-20-2009
Approved By/Date: Dr. Guillermina Damas/9-29-2010
Revised: Jennifer C. Brito/10-06-2010

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

Summary:

The Project Director is responsible for the organization management planning implementation and continuous review and analysis of the Tools for Success program. The Project Director is responsible for the management and oversight of all project day-to-day operations for providing the deliverables required by the grant proposal on budget and for meeting established deadlines. This is a five-year grant-funded position to attract recruit and retain students in Science, Technology, Engineering, and Mathematics (STEM) majors at MDC Wolfson and Kendall Campuses.

Essential Duties and Responsibilities:

- Facilitates the implementation of the “Tools for Success” Program
- Assures that the program efforts comply with the requirements of the funding source
- Manages grant funding, budget, and expenditures
- Maintains the program student database tracking data and reports
- Prepares grant reports for the College and funding agency
- Maintains relevant documentation for the implementation of the program and for its evaluation
- Works with private high schools and with Miami Dade County Public Schools to recruit students
- Actively recruits students for the program
- Advises students, monitors their progress, monitors student retention, and initiates interventions
- Writes program promotional materials and coordinates their distribution to potential students
- Serves on campus and college-wide committees
- Assigns and monitors faculty mentors and coordinates student transfer activities
- Oversees internal evaluation of the program, writes promotional materials and coordinates their distribution to potential students
- Monitors day to day operations and coordinates Science forums
- Works at the Wolfson or at the Kendall Campus as needed
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals and objectives, and objectives, and policies and procedures.
- Knowledge and commitment to the college mission.
- Knowledge of current technological developments/trends in area of expertise.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from top management,

groups of managers, clients, customers, and the general public.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to carry out supervisory responsibilities in accordance with the College's policies and applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment.

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 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 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 STEM (Science, Technology, Engineering or Mathematics) from a regionally accredited institution and four (4) years of experience; two (2) of which should be in an academic institution

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name