



| | | | |
|--------------------------|----------------------------------|----------------------|--------|
| Position Title: | Director, STEM Connections Grant | | |
| Reports To: | Department Chair | | |
| Department: | Biology, Health & Wellness | Job Code: | 0135 |
| Prepared By/Date: | Heather Belmont/9-28-2009 | Job Group: | PEC |
| Approved By/Date: | Heather Belmont/10-2-2009 | Salary Grade: | 16 |
| Revised: | Jennifer C. Brito/9-28-2009 | FLSA Status: | Exempt |

Summary:

The Director of the STEM Connections Grant is responsible for the organization, planning, implementation, continuous review, and analysis of the College's STEM Connections Grant and works closely with Science, Department Chairs, Associate Deans/School Directors, Academic Deans, Campus Presidents and all grant partners.

Essential Duties and Responsibilities:

- Administers and manages the programs funding including preparation and maintenance of the budget for the grant to assure that program efforts comply with the requirements of the funding source
- Works closely with College staff in the development of instructional methods and tools to implement peer-tutoring program.
- Oversees work with local high schools to develop assessment and support materials to enhance participation in secondary math and science education.
- Hires, supervises, evaluates both full-time and part-time personnel for the program
- Collaborates with grant partners and participation in the Summer Research Mentoring Institute
- Serves on campus and college-wide committees.

Knowledge, Skills and Abilities:

- Knowledge of grant management including budget, personnel management and reporting
- Knowledge of 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 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.

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 related field and three (3) years of project/grant management experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name