



Position Title:	Grant Activity Director		
Reports To:	Department Chair		
Department:	Biology, Health & Funeral Sciences	Job Code:	0135
Prepared By/Date:	Dr. Heather Belmont/2-09-2010	Job Group:	PEC
Approved By/Date:	Dr. Heather Belmont/2-09-2010	Salary Grade:	16
Revised:	Jennifer C. Brito/3-23-2010	FLSA Status:	Exempt

Summary:

The Grant Activity Director is responsible for the organization, management, planning, implementation, continuous review, and analysis of the North Campus Title V grant. The Director provides academic leadership, serves as integral member of the College and Campus administrative teams, and works closely with Science Department Chairs, Associate Deans/School Directors, Academic Deans, Campus Presidents and all grant partners.

Essential Duties and Responsibilities:

- Facilitates the development and implementation of all aspects of the grant.
- Works closely with College faculty to facilitate training opportunities and lab equipment procurement opportunities to enhance student achievement in the sciences.
- 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 enrolment and participation in the grant activities.
- Hires, supervises, and evaluates both full-time and part-time personnel for the program.
- Assists in writing reports; administers and manages program funding.
- 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 different funding sources
- Prepares and maintains budget, labs, and equipment for the grant.
- Serves on campus and college-wide committee
- Performs other duties as assigned.

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