



Position Title: Grant Director, Project Accelerated Content-Based English (A.C.E)
Reports To: Dean, Academic Affairs
Department: ESL & Foreign Languages
Prepared By/Date: Jennifer C. Brito/07-9-2009
Approved By/Date: Dr. Carol Tulikangas/08-02-2011
Revised: Donna French/08-02-2011

Job Code: 0135
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

This position is responsible for providing the overall planning, direction and coordination of the five-year grant for Hispanic serving institutions. The A.C.E. project is designed to meet the needs of students with limited English skills, but strong academic backgrounds. Promotes the attainment of the College's Strategic Plan goals and facilitates greater access to the College for students.

Essential Duties and Responsibilities:

- Plans, directs, and coordinates the operation of Title V Accelerated Content-based English (A.C.E.) grant for Hispanic serving institutions
- Provides leadership and vision for the overall operation of the A.C.E. project
- Promotes the dissemination of the A.C.E. curriculum model internally and externally
- Represents the Title V-Project A.C.E. Office on campus, within the discipline and on college committees
- Provides oversight of faculty and staff training for the project
- Serves as a liaison between the College and project consultants, students, and funding agency
- Conducts grant outcomes tracking, and coordination of grant assessment activities
- Collaborates with administrators and faculty of the ESL/Foreign Languages Department to advise students, create course schedules, assign faculty to A.C.E. courses, coordinates coverage for marketing events, and share departmental resources
- Hires and/or supervises approximately seven or more support staff
- Communicates with college budget office to manage grant funds and write Annual Performance Reports
- Oversees budget management and allocation of resources (average \$380,000 per year)
- Coordinates program evaluation with external evaluator; oversees project assessment and reporting to campus administration and U.S. Department of Education
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of grant management including budget, personnel management and reporting
- Knowledge of content-based learning
- 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, and 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 from a regionally accredited institution in Education, TESOL, Linguistics, or related field and three (3) years of project/grant management experience
- Experience in Higher Education, research, hiring, and evaluating employees

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name