



<b>Position Title:</b>	Program Director, STEM-Ladder		
<b>Reports To:</b>	Dean of the School of Science		
<b>Department:</b>	School of Science	<b>Job Code:</b>	0135
<b>Prepared By/Date:</b>	Donna French/10-17-2011	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Cristina Mateo/10-27-2011	<b>Salary Grade:</b>	16
<b>Revised:</b>	Donna French/10-27-2011	<b>FLSA Status:</b>	Exempt

**Summary:**

This position is responsible for the organization, management, planning, and implementation of the STEM -Ladder program.

**Essential Duties and Responsibilities:**

- Facilitates the development and implementation of all aspects of the grant
- Manages a 4.0 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 agencies
- 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 scientific discipline or Education and three (3) years 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.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name