



Position Title: Program Director, STEM-OASIS
Reports To: Chairperson
Department: Natural & Social Sciences (IAC)
Prepared By/Date: Donna French/11-02-2011
Approved By/Date: Dr. Victor Okafor/11-02-2011
Revised:

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

Summary:

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

Essential Duties and Responsibilities:

- Facilitates the development and implementation of all the competitive priorities, objectives and aspects of the grant, including data generation, collection, and analysis
- Manages a \$645,000 grant and oversees preparation of fiscal and progress reports for the College and the U.S. Department of Education
- Acts as the primary liaison between the Campus and US Department of Education
- Oversees enrollment and participation in the grant activities; provides student advisement
- Leads ongoing formative and annual summative program evaluation
- Works closely with External Evaluator and Internal Evaluation Board to evaluate and monitor program performance and outcomes
- Assures that the program efforts comply with the requirements of the U.S. Department of Education and the College
- Authorizes all expenditures and maintains control over the budget and responsibility for appropriate utilization of funds
- Prepares and maintains budget, facilities, and equipment for the grant
- Communicates an informed understanding of the objectives of the project to all constituents of the College and relevant outside stakeholders
- Hires, supervises, and evaluates both full-time and part-time personnel for the program
- Assists in the proper inventory and distribution of project acquired materials and equipment
- Works with project and College staff to institutionalize improvements
- Serves on campus and college-wide committees
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent written and oral communication skills
- Possess exceptional organization and interpersonal skills within a multi-cultural environment
- 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 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 budgeting, program and personnel management, evaluation, 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.

Signature

Date

Printed Name