



<b>Position Title:</b>	Coordinator, Title V Project ACE Program		
<b>Reports To:</b>	Grant Director, ACE Grant Program		
<b>Department:</b>	ESL/Foreign Language	<b>Job Code:</b>	0136
<b>Prepared By/Date:</b>	Jennifer Brito/2-23-09	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Michelle Thomas/2-23-2009	<b>Salary Grade:</b>	15
<b>Revised:</b>		<b>FLSA Status:</b>	Exempt

### **Summary:**

The Project Coordinator for Project Accelerated Content-Based English (ACE) Program is a full-time, grant-funded position that reports to the Project ACE Program Director. This individual will work closely with the ACE Program faculty and staff to develop and implement the program. This individual will collaborate in the development of curriculum and assessment activities, manage the program budget, implement all aspects of project deliverables, collect, maintain, project data and documentation, and coordinate internal and external resources to support grant activities.

### **Essential Duties and Responsibilities:**

- Coordinates day-to-day project operations and works closely with the Project ACE Program Director, faculty and staff to implement the project
- Oversees the completion of project deliverables
- Ensures compliance with established fiscal policies and procedures
- Assists in developing, scheduling, and facilitating professional development activities
- Serves as a liaison between the ESL/Foreign Language Department at the InterAmerican Campus and various college committees to facilitate curricular review and approval
- Serves as a liaison between Miami Dade College and Florida Department of Education to ensure transferability of curriculum
- Supervises Curriculum and Assessment Specialist, Program Advisor, and Part-time Technology Specialist
- Participates in various departmental, campus, and college initiatives related to the successful implementation of the project
- Assists in writing reports
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge and proficiency in computers, especially Microsoft Office applications
- Good oral and written communication skills and have excellent public relations, organizational and decision-making skills
- Excellent organizational and interpersonal skills
- Detail-oriented and have the ability to meet deadlines
- Ability to work independently and take initiative and responsibility for all aspects of grant
- Ability to supervise project personnel
- 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 two (2) years of academic administration or project/grant management experience with a minimum of one (1) supervisory experience.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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