



Position Title: Director, TRIO EOC (Educational Opportunity Centers) Grant
Reports To: Dean of Student Services
Department: Student Services
Prepared By/Date: Donna French/07-06-2011
Approved By/Date: Lourdes Perez/09-20-2011
Revised:

Job Code: 0143
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

This position is responsible for the organization, planning, implementation, continuous review, and analysis of the College's TRIO EOC Grant. Provides leadership, serves as an integral member of the College and Campus administrative teams, and works closely with the Dean and department Chairpersons.

Essential Duties and Responsibilities:

- Facilitates the development and implementation of all aspects of the grant
- Administers and manages the TRIO EOC grant budget in excess of \$230K, in accordance with College policy and in compliance with requirements and regulations of the funding agency
- Hires, supervises, evaluates five (5) or more full-time and part-time program personnel
- Coordinates and oversees timely implementation of strategies to achieve EOC goals and objectives
- Communicates project goals and objectives to College community, Campus administrators, CBO's (Community Business Organizations), other IHE's (Institutions for Higher Education), and government agencies
- Insures widespread dissemination of project information to potential participants
- Selects and assists external evaluator to conduct objective assessment with continual feedback on program performance
- Works in collaboration with the Directors of other departments
- Serves on Campus and College-wide committees
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess grant management experience, including staff supervision and budget management
- Excellent organizational and communication skills (verbal and written)
- Ability to effectively present information to groups of administrators, faculty, students, and the community
- Ability to read, analyze, and interpret data, define problems for the purpose of reporting, while maintaining confidentiality
- Proficiency in Microsoft office applications and specific computer programs related to area of responsibility
- Ability to work a flexible schedule to include evenings and weekends
- Bilingual with fluency in Spanish, Creole, and/or French
- 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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

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, psychology, or related field and three (3) years of experience working with and advising at-risk college students; or Bachelor’s degree and seven (7) years of related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name