NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Title III Project Director

Department: Title III
FLSA Status: Exempt
Grade/Level: Admin/Prof

Job Status: Full Time
Reports To: Executive Vice President for Instruction
Amount of Travel Required: As needed

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:

The Title III Project Director will oversee the day-to-day management of the Title III project activities working toward achieving the project’s goals. The Director works with the President and the Cabinet to ensure the optimal integration of the project’s activities with all components of the College. The Director will maintain effective communication channels and establish procedures to assure the operation of the project remains congruent with the goals of overall institutional development. The Director prepares and monitors fiscal and technical reports, authorizes expenditures and coordinates the various college staff that will lead the grant activities and successfully complete the project. The Project Director will share administrative control of the activity with institutional counterparts to assure optimal institutionalization of grant activities and will work closely with Title III Activity staff as they work toward accomplishing Title III objectives.

MAJOR RESPONSIBILITIES:

- Serve as the chair of the Title III Steering Committee
- Coordinate activities in a manner that will facilitate maximum effectiveness and utilization of program resources including personnel.
- Facilitate the development and implementation of an effective and objective system of evaluation of all program components and their impact upon the college
- Remain current on Title III and U.S. Department of Education policies and grant terms/conditions and to assure that the program operates in compliance throughout the period of federal support.
- Assist in the recruitment of key program personnel and assist staff in the coordination of external resource personnel.
- Oversee the preparation and monitoring of fiscal and technical reports relating to the project for both the college and the U.S. Department of Education.
- Coordinate the writing and submission of annual performance reports.
- Authorize any and all expenditures in the Title III project and maintain control over the budget and responsibility for the appropriate utilization of funds.
- Ensure that all external contract arrangements are operating and executed according to schedule and policy, and to work with college personnel to conduct necessary bidding where appropriate or required.
- Advise and assist in the inventory and distribution of all Title III equipment.
- Work with college staff to institutionalize new practices and improvements according to the project schedule.
- Manage all aspects of the activity
- Supervise activity staff
- Manage and monitor activity budget
- Ensure successful, timely accomplishment of activity’s implementation strategies and approved objectives.
• Ensure that required evaluation data are gathered.
• Facilitate and coordinate the analysis and interpretation of evaluation data, as well as communication of same to appropriate college personnel
• Maintain records of all aspects of the activity
• Prepare formative and summative reports regarding the Activity as prescribed in the evaluation plan
• Develop strategies for student retention/transition that are responsive to students’ needs.
• Communicate an informed understanding of the objectives of the project to all college constituencies
• Establish and maintain effective communication channels and procedures to assure that the operation of the project remains congruent with the goals of overall institutional development.

POSITION CHARACTERISTICS:

• Strong organizational, communication and writing skills
• Knowledge of computer systems and networks
• Experience in managing projects with specified goals, objectives and timelines

MINIMUM QUALIFICATIONS:

• Master’s degree required in an educational administration or related area required.
• At least five years administrative experience in higher education
• Experience with direct management of state/federal grant programs.
• A familiarity with Title III program is preferred.

Signatures:

________________________________________  __________________________
Title III Director                              Date

________________________________________  __________________________
Executive Vice President for Instruction      Date

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President                                    Date