



## JOB DESCRIPTION

**JOB TITLE:** Title III (NASNTI) Project Director

**REPORTS TO:** Vice President of Academic Affairs

**STATUS:** Full time, exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position

**JOB OVERVIEW:** The Title III NASNTI Project Director is responsible for the planning, implementation, and management of the Connors State College Title III NASNTI grant. Working with the Vice President for Academic Affairs and other leadership within the college, the Title III NASNTI Project Director will independently manage and coordinate Title III NASNTI programming, as well as provide oversight on data collection and reporting, financial regulation and reporting, monitoring of outcomes and evaluation, manage Title III NASNTI staff, and coordinate/collaborate across campus departments to ensure the success of Title III NASNTI projects.

Will work under the direction of the Vice President for Academic Affairs to provide academic and student support services.

### **DUTIES AND RESPONSIBILITIES:**

#### **Title III NASNTI Project Director**

- Provide overall project, personnel, and budget management, assisting and coordinating the evaluation process to ensure compliance with federal and state guidelines
- Administer and coordinate day-to-day operations and facilitate continuous data collection for performance improvement and reporting purposes
- Communicate objectives to all stakeholders and update campus community on project status
- Supervise Title III NASNTI project staff
- Ensure timely completion of tasks and project objectives
- Approve expenditures, maintain budget controls and appropriate use of grant funds
- Facilitate and oversee development and implementation of effective and objective project evaluation
- Maintain effective communication procedures to ensure project congruence with institutional and program goals
- Oversee preparation of fiscal and technical reports for the U.S. Department of Education
- Remain current regarding grant-related policies, grant terms, and conditions to ensure compliance throughout project
- Work with a diverse range of constituents to achieve project objectives
- Works across departments to increase retention and student success opportunities

- Responsible for developing standard procedures and policy, conducting weekly staff meetings, and producing monthly, semi-annual, and annual activity reports
- Maintain appropriate and accurate records of program and fiscal activity
- Dissemination of information about Title III NASNTI program, activities, and outcomes to CSC community
- Collect, analyze, and report on student and community data throughout the project

***The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Exceptional knowledge and experience in applying wide range of analytical and evaluative techniques
- Excellent written and oral communication skills
- Ability to work independently and to organize and manage multiple projects
- Demonstrated willingness and ability to act ethically and socially responsible
- Strong interpersonal and skills

**EDUCATION/ EXPERIENCE REQUIRED:**

- Master's degree in education, management, or related field; educational experience
- Minimum of three (3) years of project administration experience, including budget, personnel supervision, and evaluation experience
- Excellent leadership and communication skills
- Must be able to travel between multiple campuses, work other than normal business hours

**SPECIAL REQUIREMENTS:**

- Must be able to pull, bend, stoop, and lift 40 pounds

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**