

PROGRAM DIRECTOR
U.S. Department of Education Title III Strengthening Institutions Grant

Qualifications: Master's degree required, doctorate preferred, with at least 5 years' combined experience working in a leadership position in higher education and grant administration; experience related to outcomes assessment and project impact; experience in managing projects, budgets, and personnel; proficient use of computer applications; and effective interpersonal, communication, and collaboration skills. Community college experience related to student support systems, instructional systems, and related technology is highly desirable. U.S. Department of Education Title III grant management experience is a plus. A compelling combination of educational background, work experience, and professional credentials may be considered.

The grant performance period is October 2019 through September 2024. The successful candidate will finalize pilot activities already underway and will lead the project in assessment and analysis of its full implementation.

Responsibilities: The Project Director reports directly to the Associate Vice Chancellor for Workforce and Strategic Initiatives with the following responsibilities:

- Model a leadership role in project and staff oversight and related personnel processes.
- Work collaboratively with campus leads for successful attainment of grant activities and goals.
- Remain current on U. S. Department of Education policies, grant terms/conditions, and applicable regulations.
- Maintain a comprehensive internal controls manual which specifies project policies and procedures, staff responsibilities and reporting lines, job descriptions, examples of required forms, reporting procedures, grant timelines, and contact information.
- Manage the grant budget and expenditures, ensuring compliance with federal regulations applicable to Title III programs and in adherence to ASU Mid-South's purchasing policies and procedures.
- Maintain an accurate inventory of grant-funded equipment.
- Ensure the accuracy, completion, and submission of required internal and external reports in a timely manner, including Personnel Activity Reports (PARs).
- Work with the external project evaluator to ensure comprehensive independent evaluation of project activities and outcomes each year.
- Document grant activities in accordance with federal and College requirements.
- Conduct and/or participate in meetings as outlined in the grant and as required by the College.
- Work effectively to institutionalize systems and processes which have been implemented by the grant.
- Participate in U.S Department of Education convenings for Title III Strengthening Institutions Project Directors.
- Participate in College workshops and meetings to stay abreast of policies, procedures, and compliance issues and to learn subject matter content related to the grant.
- Perform other grant-related duties as assigned.

Start Date: Review of applications will begin immediately and continue until the position is filled, with a desired start day of July 10, 2023.

Salary: \$55,000 with full College benefits; competitive benefits package including retirement; health, life, dental & disability insurance; a flex benefit plan; and educational discounts for employee and family.

Please note that ASU Mid-South requires a criminal background check as part of the employment process.

Note that application materials must include each of the following items: a completed ASU Mid-South Application for Employment, a letter of interest in the position, a resume, copies of college/graduate transcripts, and names and contact information for three professional references who can attest to the candidate's qualifications for this position. Some brief context regarding connections to the professional references is expected.