

Project Director, Title V Grant
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=140792>

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Posted Mar. 31, 2020, removed Jul. 30, 2020

Job Title	Project Director, Title V Grant
Department	
Institution	Lee College Baytown, Texas
Date Posted	Mar. 31, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Grant Writer/Technical Writer Communications/Public Relations
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Job Description	

Project Director, Title V Grant

Posting Number: 0000946

PS Position#:

Position Status: Full-Time

Salary: Starting salary range of \$52,828 - \$58,110 is based on the Lee College Administrative/Administrative Support Salary Scale, C51. Initial salary offer is commensurate with education and related work experience.

Department: Retention & Transition Services

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Job Summary/Basic Function:

This is a grant-funded position.

The Title V Grant Project Director is the chief administrator of the U.S. Department of Education's Title V Grant and is responsible for management of the project to meet performance measures and deliverables in accordance with Federal regulations, program requirements, and Lee College policies and procedures.

Duties and responsibilities include, but are not limited to:

Project Director

- * Supervise other project staff members and work in coordination with other grants on campus to leverage project's work.
- * Administer project budget according to the U.S. Department of Education's federal grant guidelines as specified by Education Department General Administrative Regulations (EDGAR), other applicable grant regulations, as well as Lee College policies and procedures.
- * Develop, implement, and manage internal project processes to ensure compliance with relevant College and grant-related rules and regulations (i.e., eligibility, purchasing, equipment inventory, closing documents).
- * Work with Instruction and Pathways Committee to support the design of a first-year course.
- * Work with Student Services to support the creation of a new student orientation and online orientation.
- * Manage and facilitate project scope for consultants on the design of an on-line new student orientation.
- * Work with Instruction, Student Services, and Retention and Transfer to develop first year experience activities that will improve student retention.
- * Work with libraries to provide instruction, financial literacy, and career resources.
- * Facilitate professional development activities for faculty, focused on student diversity, cooperative learning, active learning, cultural relevant teachings, and equity training.
- * Partner with Department of Institutional Research, Effectiveness, and Planning to develop a data resource for faculty, students, and staff to access first year experience, career and transfer outcomes and effectiveness.
- * Work with Retention and Transfer services to develop a soft skill and career training for student workers.
- * Evaluate performance measures and deliverables on a monthly, quarterly, and annual basis and ensure that adequate time and effort is spent on continuous improvement.

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- * Prepare and submit all monthly, quarterly, and annual reports required by the U.S. Department of Education on or before deadlines.
- * Oversee mini-grants awarded to faculty and staff to develop contextualized meta-major and financial literacy modules for classroom use.
- * Work with grant accountant to ensure financial compliance and budget monitoring.
- * Accurately track all grant purchased equipment.
- * Maintain all grant records to the standard of being audit ready.
- * Report time and effort diligently.
- * Hold monthly project team meetings.
- * Work with external evaluator, share results with staff and supervisor and respond to recommendations for improvement.
- * Participate in evening and weekend special events and activities.

Collaboration with Partners

- * Build and maintain key relationships with college staff/instructors and community resources.
- * Work with college community, instructors, and key personnel to keep project on track and meeting its deliverables.
- * Work with students to help ensure student success.

Additional duties and responsibilities may include, but are not limited to:

- * Participate in professional development activities and training as required.
- * Manage federal grant compliance.
- * Perform other duties as assigned.

Excellent benefits accrue with this full-time position. This is a grant-funded position. Continuation of the position is based on the continuation of the grant and satisfactory job performance. This is a security sensitive position.

Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status.

Minimum Qualifications:

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- * Bachelors (or higher) degree
- * Two (2) years of related work experience
- * Two (2) years of experience in higher education especially regarding issues related to student persistence, completion, transfer, articulation, low-income, and first generation college populations
- * Two (2) years of supervisory experience
- * Knowledge of state, federal, and/or state local funding guidelines
- * Previous management experience of a multi-million dollar budget
- * Experience gathering, evaluating, and disseminating student outcome data
- * Ability to build and maintain relationships and partnerships
- * Impeccable reputation with regard to ethics and integrity
- * Exceptional time management skills and ability to meet deadlines
- * Excellent interpersonal skills
- * Exceptional written and oral communication skills
- * Positive attitude about work, ability to motivate and empower employees
- * Proficiency working in Microsoft Office Suite and other applicable software, and the ability to successfully navigate the Internet
- * Must be able to travel between College and other venues as required by the position
- * Must be available to work evenings and weekends as needed

Preferred Qualifications:

- * Masters (or higher) degree
- * Previous federal grant experience
- * Proficient in PeopleSoft, Banner, and/or other student management software

Campus/Location: Main Campus - Baytown, TX

If other, provide location:

Close Date:

Open Until Filled: No

Special Instructions to Applicants:

This position requires applicants to attach the following documents: resume, cover letter, and copies of transcripts for all completed college work. (Official transcripts required upon employment.)

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In addition, applicants must include a minimum of three (3) professional references on the online application.

Please do not mail, email, fax, or deliver any documents outside of the electronic application process.

To apply, visit [[url=https://apptrkr.com/1885869](https://apptrkr.com/1885869)]<https://jobs.lee.edu/postings/6495>

Lee College is an Equal Opportunity/Affirmative Action Employer, which encourages applications from qualified females, minority groups, veterans, and disabled individuals. It is the policy of Lee College to fully comply with the equal opportunity provisions of all applicable regulations and not to discriminate against any employee or applicant for employment because of gender, disability, race, color, age, religion, national origin, or veteran status in areas such as recruitment, selections, training, promotion, demotion, layoffs, terminations, rates of pay, or any other forms of compensation or benefits.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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