

**Title III Grant Project Manager
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258357>

Downloaded On: Jun. 17, 2025 9:55am

Posted Jun. 16, 2025, set to expire Jun. 30, 2025

Job Title Title III Grant Project Manager
Department Strengthening Institutions Program
Institution Central Oregon Community College
Bend, Oregon

Date Posted Jun. 16, 2025

Application Deadline 06/30/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Research/Technical/Laboratory
Grant Writer/Technical Writer

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Job Description

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Position Number: B1207PD

Starting Wage/Salary: \$66,950 - \$73,000 plus exceptional benefits. This position is a limited duration, grant-funded position with an anticipated end date of September 30, 2029 with no guarantee of employment after that date..

Close Date: 06/30/2025

Primary Purpose:

The Title III Grant Project Manager provides project management coordination and support for all aspects of COCCs Title III Strengthening Institutions Program (SIP) grant, including its Guided Pathways, Teaching and Learning Center, Student Resource Center, and Unified Data Analytics Solution (UDAS) activities. This position works with collegewide teams to develop project goals, identify financially sustainable solutions, and project planning, monitoring and implementation. Additional responsibilities include ensuring compliance with all grant requirements, including annual performance reports, working with external evaluators and serving as the grant budget administrator. It is important to note that while this position will focus on all Title III activities, its primary focus will be on supporting development of Guided Pathways faculty initiatives and Title III grant responsibilities.

Essential Duties and Responsibilities:

Project Management

Manage all activities associated with COCCs Title III grant, with primary focus on its Guided Pathways project and its multiple work groups including developing work group goals, identifying financially sustainable solutions, and project planning, monitoring and implementation. Work groups include advising, orientation, education pathway courses, student communications, onboarding, and education pathway student success and engagement strategies.

Project goals, scope and plan responsibilities include:

- a. Lead cross-campus teams to develop workgroup goals designed to meet project objectives and identify solutions. Work with teams to determine scope of work for all activities, identify needed resources, develop project timeline, and track activity progress.
- b. Liaises with key stakeholders throughout the College, including Academic Affairs leadership, Student Affairs leadership, Information Technology, Marketing and Public Relations, faculty and other stakeholders, ensuring communication, support and understanding across all groups and avoid overlapping or conflicting directions.
- c. Coordinate Title III activity project schedules and support project implementation plans as needed

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based on each activity.

Guided Pathways Project Management:

- a. With support from the Vice President of Academic Affairs and Vice President of Student Affairs, lead Guided Pathways project implementation, ensuring strong communication across all groups, with the end goals of facilitating faculty and staff engagement with Guided Pathways and a strong and supportive student experience.
- b. Facilitate the work with faculty subject matter experts to identify and implement in- and out-of-class student success and engagement strategies across all eight pathways and with +/-120 faculty. Develop implementation and budget plans to ensure long-term sustainability of those activities.
- c. Collaborate with the Vice President of Academic Affairs to provide leadership and project direction for the faculty subject matter expert teams and their work.
- d. Partner with Guided Pathway activity leads and faculty subject matter experts to develop appropriate Guided Pathways trainings for academic and student affairs departments, as well as the college at large.

Post-implementation, actively assess project effectiveness to identify and develop system changes, workflow and service improvements. Assist in institutionalizing project activities into the College for post-grant sustainability.

Grant Administration

1. Provide leadership and oversight for COCCs Title III Strengthening Institutions Program grant activities to ensure implementation of activities and achievement of project goals and objectives.
2. Serve as the Colleges primary liaison with the U. S. Department of Education grants officer, working with that individual to clarify regulatory requirements, budget changes, and develop annual progress reports, as well as ensure compliance with grant regulations.
3. Work with grant evaluator and the Colleges Institutional Effectiveness Office to collect the data required for the evaluation plan. Support grant activity leads in creating regular grant time and effort reporting.
4. Prepare regular budget reports, reconcile and monitor grant budget, and approve expenditures; develop an internal controls manual; recommend budget adjustments to the VPSEA as permissible under grant requirements, consistent with grant regulations and to ensure strong internal control of federal funds.
5. Perform other related duties as required.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable

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accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Knowledge and skills in project management principles, including developing a shared vision for project goals and objectives, building and deploying project plans, identifying risk, creating project schedules, and allocating resources.
- Skills in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of project goals.
- Ability to work effectively across a wide range of departments, faculty and administrators, and with various interest groups, identifying issues that affect multiple areas, bring stakeholders to a reasonable consensus, and ensure strong support for project goals.
- Ability to provide positive leadership through problem-solving, relationship-building, effective listening, balancing multiple objectives in an environment of constant change and working successfully with minimal supervision.
- Ability to work as a member of a team, time and task oriented, and possess a positive change agent spirit.
- Ability to effectively perform and manage multiple projects and prioritize workload to meet varying deadlines.
- Must be a self-starter, work collaboratively in a team environment, be highly motivated, and possess good judgment in identifying issues, stakeholders, and priorities.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Ability to effectively utilize common Microsoft applications (Word, PowerPoint, and Excel) required; experience with database (e.g., Access) and reporting software (e.g., Argos) preferred.
- Ability to effectively communicate verbally and in writing, using the English language.

Minimum Requirements:

Education:

Bachelors degree in Education, Business, Communications, or related field.

Experience:

Three years experience in any combination of the following:

- Project management, including budget experience, in a higher education setting or a related field and in an environment of complex rules and processes.
- Grant administration/management, including grant compliance, reporting, and collecting,

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analyzing, tracking and synthesizing data.

Preferred Qualifications:

Education:

- Masters degree in Education, Business, Communications, or related field.

Experience:

- Professional work experience at a community college.
- Experience working with U.S. Department of Education or other state/federal agency grants.

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The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Strengthening Institutions Program
Central Oregon Community College

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