

Sul Ross State University
Position Description

Official Title: Program Director/Upward Bound
Salary Group: Unclassified

Job Code: 1207

Summary

Function: Responsible for the overall administration and management of the Upward Bound program.

Scope: Develops and implements project objectives, selects and directs project staff, and serves as liaison between University departments as well as between the University and the community.

Duties

Essential: Plans, directs and implements all grant activities; recruits, selects, and supervises project staff; manages project budget; develops programs and services to meet the needs of project participants; serves as project liaison to community, federal, state, and local government agencies; makes onsite visits to target schools in Marfa, Terlingua, Sierra Blanca and Van Horn; coordinates with Sul Ross staff including Vice President of Enrollment Management, Registrar, Recruiters, Controller's Office, Human Resource, Director of Financial Assistance, and Director of News and Information; prepares and submits Annual Performance Report to the US Department of Education. Department heads are responsible for content and maintenance of their department web pages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports to the Vice President of Enrollment Management.

Given: Supervises support staff including Curriculum and Assessment Specialist, Data Tracking Specialist, and student employees.

Education

Required: Master's degree.

Preferred:

Experience

Required: One year experience directing similar grant projects.

Preferred: Preference given to individuals who have succeeded in overcoming the disadvantages of the population in the target area; budgetary experience, especially as a federal grant administrator; experience working with low-income, first generation college students.

Equipment/Skills

Required: Knowledge of collegiate academic and financial assistance procedures; ability to communicate effectively with people from diverse backgrounds.

Preferred:

Working Conditions

Usual: Normal office conditions. Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February, 2013