

Sul Ross State University

Position Description

Official Title: Project Director of HITAP Grant **Salary Group:** Unclassified (8) **Job Code:** 1625

Summary

Function: Provide comprehensive oversight of the Midland College and SRSU HITAP activities.

Scope:

Duties

Essential: Establish and supervise fiscal management, activity reporting, and evaluation systems for the project; Facilitate collaboration between the campuses and academic departments to achieve goals and objectives, Oversee project budget, making sure that SUSU, MC, and Title V policies and requirements are met; Hold bi-weekly project staff meetings to assess efforts and make sure on target; Assist external evaluator and internal monitoring team in ongoing project evaluation; Ensure that Title V grant reports are generated accurately and one time; Assure that the program operates in compliance with Department of education rules and regulations; Authorize all expenditures and maintain responsibility for appropriate utilizations for funds; 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:

Given: Supervise and evaluate the employees within the HITAP grant.

Education

Required: Master's degree

Preferred:

Experience

Required: Five years of administrative experience in higher education, including program evaluation, budgetary and grants management; Three years experience in Distance Education principles and technology; Two years experience in developing or implementing transfer programs; Strong interpersonal and communication skills, Demonstrated team and leadership ability.

Preferred: Bilingual (English/Spanish)

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: Position is Security Sensitive.

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

Date revised: June, 2012