

Sul Ross State University

Position Description

Official Title: Director of Title V Post Baccalaureate Grant
Salary Group: Unclassified (8)

Job Code: 1626

Summary

Function: Oversee the activities of the Title V Promoting Postbaccalaureate Opportunities for Hispanic Americans (PPOHA) grant; coordinate the development of policies and procedures regarding the grant and the Graduate Student Center; compile all required internal and external reports; supervise PPOHA staff; and assure compliance with all local, state, and federal rules and regulations.

Scope: Working with OIT Department and Project staff to complete goals and objectives proposed in Title V PPOHA grant application.

Duties

Essential: Administer the Puertas Abiertas project; select, supervise and evaluate all Project personnel; oversee course development and pilot sequences; communicate project accomplishments, benchmarks, and lessons-learned internally and externally; oversee preparation and monitor fiscal and technical institution, project reports for the institution and the U.S. Department of Education; assure that the program operates in compliance with Department of Education rules and regulations; authorize all expenditures and monitor appropriate utilization of funds for project; ensure all external assistance and consultants operate and execute according to schedule; direct Project evaluation and submit Annual Performance reports. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Associate Vice President for Enrollment Management

Given: Title V Postbaccalaureate Graduate Center Developer, Integration Analyst and Data Tracking Specialist

Education

Required: Master's Degree.

Preferred: Ph.D. , in a field being developed by this project.

Experience

Required: Four years administrative experience, preferably at an HIS, including project, personnel, and budget management; experience in project evaluation

Equipment/Skills

Required: Familiarity with Title V, Title III and/or federal funding programs; demonstrated commitment to enhancing the success of graduate students; excellent rapport with students; ability to work independently and as part of a team.

Preferred:

Working Conditions

Usual: Office Conditions; exempt from overtime provisions. 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: October, 2009