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| <b>Job Title</b>      | Project Director, Title V      |
| <b>PVN ID</b>         | HO-2407-006351                 |
| <b>Category</b>       | Managerial and Professional    |
| <b>Location</b>       | HOSTOS C. C.                   |
| <b>Department</b>     | Office of Academic Affairs     |
| <b>Status</b>         | Full Time                      |
| <b>Annual Salary</b>  | \$72,000.00 - \$72,000.00      |
| <b>Hour(s) a Week</b> | 35                             |
| <b>Closing Date</b>   | Aug 22, 2024 (Or Until Filled) |

## General Description

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### Overview:

Under the direction of the Dean of Academic Affairs, the Project Director, Title V (HSI - Hispanic Serving Institution) communicates, implements and monitors the Title V (HSI) Project objectives to various college constituencies and maintains effective communication and oversight of grant activity to ensure that project operation is consistent with federal Department of Education mandates, HSI institutional goals, and performs other project related work as needed.

### Scope:

The Project Director performs a broad range of duties with the purpose of implementing, assessing and meeting the objectives of the Title V HSI grant at Hostos Community College. The Project Director is responsible for supporting the Office of Academic Affairs to achieve all project goals and objectives for HSI; works with the contracted independent evaluator to facilitate and execute the full project evaluation plan; oversees the preparation of and monitors project fiscal and technical reports for both the College and the United States Department of Education (USDOE); authorizes all Title V expenditures, maintains budget controls and responsibility for appropriate utilization of funds; ensures all external/internal grant programs are operating and executed according to grant timeline and project goals; works with college staff to institutionalize new practices and improvements; and assists in recruitment of project staff.

## Other Duties

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- Plans, directs, oversees and evaluates the Title V Project grant goals and objectives with key administrators, faculty, staff, students and other community agencies.
- Expresses an informed understanding of Title V objectives to all college constituencies.
- Oversees the coordination of services to students who participate in program activities, as well as

coordinating the project evaluation

- Works with the Office of Academic Affairs to coordinate First Year Experience (FYE) activities, a major goal of the college's Title V grant.
- Coordinates activities in a manner that will facilitate maximum effectiveness and utilization of program resources.
- Under the Dean's supervision, develops, coordinates and administers the Project budget; monitors and controls expenditures, coordinates with USDOE and pertinent RF Central Office staff on fiscal, compliance and reporting of expenditures related to project goals and objectives; facilitates the submission of all Project deliverables.
- Ensures accurate documentation of grant fiscal records, student records and evaluation data, collaborates with internal and external evaluators to develop Project reports, submits annual and final reports as required by USDOE.
- Provides guidance and progress reports for internal and external program assessments, audits and reviews. Attends Federal HSI Project Director meetings as required.
- Serves on college committees as applicable to the Title V goals and operations; may travel to off-site meetings and conferences as appropriate.
- Participates in the development of newsletters, brochures, forms and manuals in hard copy and electronic media, and other appropriate materials regarding Project activities and events.
- Ensures adherence to all applicable district, state, and federal requirements; oversee preparation and submission of required fiscal and annual reports to the college and to Department of Education.
- Utilizes RFCUNY electronic systems to onboard project personnel, procure goods/services, manage staff time and leave, reconcile invoices or reimbursements, monitor budget and any other platforms relevant to Title V program administration.
- Performs other grant management duties as assigned.

## Qualifications

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- Master's Degree in Education or related field.
- Demonstrated recent professional experience in academic Higher Education.
- Demonstrate ability to work collaboratively as part of a team to achieve challenging objectives.
- Experience working with diverse student populations.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks, set priorities, and meet deadlines.
- Ability to keep accurate Program records and maintain libraries of materials.
- Proficient with technology (Microsoft Office, Empower, Excel, Canvas, Zoom).
- Previous experience managing grant related expenditures and operations a plus