

Job Title	Project Director
PVN ID	BK-1708-002042
Category	Managerial and Professional
Location	BROOKLYN COLLEGE
Department	Educational Talent Search, TRIO
Status	Full Time
Annual Salary	\$52,000.00 - \$55,332.00
Hour(s) a Week	35
Closing Date	Dec 04, 2017 (Or Until Filled)

General Description

Project Director (full-time)

The Brooklyn College Educational Talent Search Program (BCETSP) is a federally-funded grant under the U.S. Department of Education's TRIO. The focus of our grant is to provide disadvantaged students in partnering Brooklyn target schools with academic, counseling, career, and financial literacy services in order to achieve the goal of college enrollment. The Project Director will administer and supervise the day-to-day operations of the project, including program organization, administration, supervision of staff, and fiscal management.

Report To: Principal Investigator

All applicants must submit a coverletter and resume in order to be considered for this position.

Other Duties

1. Oversee planning, organization, implementation and evaluation of all program components
2. Establish and maintain positive relations and articulation with the heads of target area facilities, i.e. principals, college advisers and directors of community agencies
3. Plan and participate in trips, presentations, and other activities
4. Provide direct counseling services to participants and their parents, both in academic needs and financial literacy

5. Monitor the Talent Search budget and make budgetary decisions
6. Assess and approve potential participants' applications and income eligibility
7. Assist the Supervisory Director/Principal Investigator to recruit, hire, train, supervise and evaluate staff
8. Advise and update the Supervisory Director /Principal Investigator on program affairs
9. Inform the community about the goals and services of Talent Search
10. Oversee staff production public information materials (newsletter, brochures, and flyers) and disseminate to students, parents, schools, and CBO
11. Establish and maintain positive relations with staff, participants, target area schools, postsecondary institutions and community agencies
12. Maintain administrative project records as required by EGDAR
13. Research and prepare reports for USDOE and Research Foundation of CUNY
14. Attend meetings, conferences, and workshops appropriate to furthering the goals of the program
15. Solicit funding and other resources unattainable through the US Department of Education with the approval of the Program Officer and Principal Investigator

Qualifications

- A Master's Degree is required in administration, counseling, education or a related field; persons with unusually pertinent experience, and actively involved in working toward an advanced degree may be considered
- 3 years experience in program development, fiscal management and administration, and supervision
- Knowledge of quantitative and qualitative data collection and analysis
- Experience working in a secondary, postsecondary or education-related institution
- Experience in individual and group counseling
- Ability to relate to, and establish rapport with, members of traditionally underrepresented groups, especially students in the target area schools Demonstrated knowledge and understanding of the target area youths, low-income individuals and students traditionally underrepresented in higher education
- A demonstrated commitment to increasing the number of traditionally underrepresented students enrolled in postsecondary institutions
- Excellent verbal and written communication skills and interpersonal skills
- Proficient knowledge of PC and Windows Applications (e.g.: Word, Excel, Power Point)

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