
Job Title	Project Director
PVN ID	ME-2302-005425
Category	Managerial and Professional
Location	MEDGAR EVERS COLLEGE
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$75,000.00 - \$110,000.00
Hour(s) a Week	35
Closing Date	Dec 05, 2023 (Or Until Filled)

General Description

The Project Director is a full-time, 12-month, position and reports directly to the Office of Academic Affairs and Predominantly Black Institutions (PBI) Grant principal investigator (PI). The Project Director (PD) will direct and provide leadership for two PBI Programs, funded by two 5-year grants from the U.S. Department of Education, designed to increase the number of low-income/first-generation Black college students and students underrepresented in undergraduate education who pursue and earn Bachelor's degrees. The Project Director will be responsible for the overall administration of the PBI grants, including monitoring the programmatic and fiscal activities, supervision of staff, budget management, project evaluation, and collaborative efforts for all activities to ensure participant success and attainment of program objectives.

Other Duties

- Duties include but are not limited to:
- Coordinate the effective implementation of PBI program activities, coordinating and monitoring these activities to facilitate maximum utilization of program resources.
- Establish an effective monitoring system and maintain effective lines of communication with the Dean, project team, grant management team, and Senior Administrators to ensure that the program operation is consistent with goals of overall institutional development.
- Assist in the development of proposals, reports, plans of operation, working budgets, and other documents critical to the management of each PBI activity.
- Maintain a file that documents all PBI activities including, but not limited to guidelines, proposals, plans of operation, budgets, account balances of individual program budgets, and up-to-date records of PBI inventory.
- Work with the PBI Administrative Associate and project team members to submit and/or ensure submission of all necessary financial documents necessary to achieve program/activity objectives during the grant period.

- Prepare and submit periodic status reports on all activities.
- Coordinate and disseminate internal and external evaluations, both formative and summative, for the PBI project.
- Supervise the PBI Administrative Associate and Coordinators/Advisors.
- Work with members of the staff to accomplish the goals of the PBI grant and ensure that the work of the grant supports the overall strategic goals.
- Communicate with Department of Education and Program Specialist as appropriate.
- Responsible for developing individual performance goals, setting expectations, and providing supervision of staff with the assistance of the program directors.
- Coordinate and collaborate professional development opportunities for all staff members.
- Effectively administer the budget and maintain fiscal records. Promote an environment in the program which encourages the retention and success of students.
- Coordinate with program directors to verify the appropriate selection of project participants, which includes ensuring maintenance of an effective system of admission, monitoring of academic progress and service records on participants in accordance with federal regulations, and maintaining a current accurate roster of participants.
- Collaborate to provide individual services such as advising, guidance, counseling, and/or tutoring, consistent with the program requirements.
- Coordinate program activities with institutional administrators, faculty, and staff on programmatic needs and procedures.
- Other duties as assigned.

Qualifications

- Bachelor's degree in business administration, public policy, or related field, Master's Degree preferred.
- Supervisory skills; 3-5 years of successful directing of a PBI grant or a comparable large, federal grant.
- Excellent written and oral communication skills.
- Good interpersonal and organizational skills.
- Good problem-solving skills and 3 to 5 years of campus-wide programming in higher education.
- Experience providing or directing support services for, low-income, first-generation students and/or students underrepresented in graduate education.
- Prior experience with a federal grant.
- Grant writing experience

Knowledge, Skills, Abilities

- Demonstrated effective time management and organizational skills.
- Ability to work an adjusted schedule (evenings and weekends) as required.
- Working knowledge of the principles of individual and group dynamics.
- Student-focused administrative philosophy.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Ability to present clear and concise information orally and in written reports.
- Excellent public speaking skills and thorough knowledge of English grammar, punctuation, and spelling.
- Ability to interpret and apply program rules and regulations, ability to gather and analyze data and draw valid conclusions and make appropriate recommendations.

- Ability to respond to routine and non-routine inquiries and explain policies and procedures to others.
- Advanced working knowledge of the practices, procedures and activities of the program to which assigned.
- Knowledge and extensive experience utilizing a personal computer and software applications for word processing, spreadsheets, database management, internet communications and electronic calendaring systems.
- Ability to establish and maintain cooperative working relationships with faculty, administrators, student organizations, and other private and public agencies.
- Specialized knowledge of the methods and problems of organizational and program management.
- Demonstrated ability to use judgment within the area of expertise to revise existing procedures and to recommend solutions to problems for which precedents may not exist.
- Ability to obtain factual and interpretative information through interviews; ability to reason logically; ability to collect, compile, analyze, and evaluate data and make verbal or written presentations based on the data.