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<b>Job Title</b>	Title V Project Director
<b>PVN ID</b>	QB-2110-004303
<b>Category</b>	Managerial and Professional
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$80,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 07, 2021 (Or Until Filled)

## General Description

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The Office of Academic Affairs at Queensborough Community College (QCC) is seeking a Project Director for its Department of Education Developing Hispanic-Serving Program (Title V)-funded project, "Leveraging Faculty Development and Supplemental Instruction to Enhance the First-year Experience and Beyond." The individual will lead the implementation of three major projects aimed at improving outcomes for Hispanic and low-income students at QCC: (1) improving the students' first-year experience; (2) providing faculty professional development opportunities to improve pedagogy and supplemental instruction to enhance academic support; and (3) facilitating students' successful completion of online courses. The Project Director will report directly to the College President and work closely with the Associate Dean for Academics on day-to-day matters. They will supervise an Activity Director hired for the project and work with existing administration and faculty in Academic and Student Affairs and with an external evaluator. The ideal candidate will have experience as a Project Director for Department of Education sponsored programs, excellent leadership and organizational skills, and significant budget management skills.

The position is temporary and expected to last for the length of the five-year grant period, contingent upon satisfactory performance of duties and continued funding by the Department of Education.

## Other Duties

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- Lead the implementation of the Title V-funded project as described in the grant proposal
- Budget management for the project, including subcontracts
- Preparing and submitting the annual and final reports for the project
- Communicating with the Department of Education Program Officer
- Reporting project progress to the President, Provost, and a local Steering Committee
- Working closely with academic departments, faculty, Student Affairs, Continuing Education, and the Office of Educational Technology on program implementation
- Supervision of an Activity Director for the project

- Additional duties as assigned by the President, Provost, or Associate Dean for Academics

## Qualifications

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- Master's Degree in education or related discipline
- Five years of experience in higher education and program oversight
- Excellent management and communication skills