CLASS TITLE: GRANT DIRECTOR - SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) GRANT

BASIC FUNCTION:

Under the direction of the college president or designee, the Director provides leadership, and assists and supports in the design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive set of activities related to the goals and objectives of the CCRAA HSI Cooperative Grant. This project focuses on increasing the number of Hispanic and other low-income students attaining degrees in the fields of science, technology, engineering, or mathematics (STEM); and developing model transfer and articulation agreements between the community college and California State University, Channel Islands and University of California, Santa Barbara in the STEM fields.

REPRESENTATIVE DUTIES:

Plan, direct, organize, and manage the development and implementation of project activities that assess, improve, and result in the increase of Hispanic students attaining degrees in the STEM fields. E

Plan, direct, organize, and manage the development and implementation of project activities that assess, improve, and result in the development of model transfer and articulation agreements (seamless STEM pathways) between the community college and university partners. E

Direct and oversee project activities to ensure that goals, objectives, and timelines are met and in alignment with the college's priorities and objectives; develop and implement an effective system of evaluation of the project and its activities. E

Administer and monitor program/activity budgets and expenditures to ensure reporting requirements (fiscal and programmatic) are in compliance with District policy and federal guidelines. E

Communicate the objectives, progress, and outcomes of project initiatives to faculty, staff, students, administrators, university and high school partners, and the community; maintain open and regular communications with STEM project university liaisons; prepare monthly, quarterly, and annual progress reports to show progress toward project objectives and activities. E

Allocate resources to further institutional goals, evaluate results, and develop strategies for the ongoing strengthening of the college's programs and services. E

Establish and maintain open and effective communication among faculty, staff, students, and administrators, as well as university and high school partners. E

Serve as chair of the project’s collaborative advisory committee and participate in campus workgroups charged with STEM project objectives and activities. E

Integrate best practices of the project into institutional operation by the end of the grant period. E

Established October 2008
Supervise project personnel. 

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy, mission, and goals of the community colleges and VCCCD
Goals, policies, regulations, contractual requirements, current theories, and methods related to teaching, learning, and the effective delivery of comprehensive students services and programs, including the use of technology and its impact on multicultural issues
Management methods that foster a high level of staff morale to achieve consensus while demonstrating an understanding of and sensitivity to the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of students
Department of Education, Title V, and CCRAA HSI regulations and policies to ensure that activities adhere to all applicable federal, District, and college regulations, policies, and procedures
Principles of budget preparation and administration
Principles and practices of supervision, training, and performance evaluation
Institutional research models and methodologies
Federal regulatory practices
Respectful and sensitive communication practices with people who are diverse in their cultures, language groups, and abilities
Principles of strategic planning, program development, and program review
Local community and business organizations aligned with the goals of higher education
Participatory approaches to governance

ABILITY TO:

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving
Demonstrate commitment to the continued improvement of teaching and learning
Create an environment conducive to the development of instructional and student services innovations
Exercise independent judgment in developing and implementing creative solutions to project conditions or problems
Work in a dynamic interdisciplinary environment and handle multiple responsibilities
Direct, coordinate, and evaluate the work of others
Develop and manage a budget which includes externally funded initiatives
Communicate effectively, both orally and in writing
Establish and maintain good community relations
Deliver effective public presentations
GRANT DIRECTOR - SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) GRANT
(continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from a recognized accredited college or university with a bachelor’s degree in Business, Education, Public Administration, or related field.

Experience: Three years of experience planning, directing, and organizing grants or projects reasonably related to the administrative assignment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal keyboard and other office equipment
Hearing and speaking to exchange information and make presentations
Seeing in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate office equipment