

**JOB TITLE:** Title III Program Coordinator

**DEPARTMENT:** Academic Affairs

**LOCATION:** Union Campus

**REPORTS TO:** Vice President, Academic Affairs

**FLSA:** Exempt

**LEVEL:** 204

**DATE:** 10/25/23

**POSITION SUMMARY:** The Title III Project Coordinator is a grant funded position (funded by the Title III Grant) and is responsible for the overall project management, planning and implementation, maintenance of records, communication/reporting, including personnel and budget management, evaluation, and compliance for the Title III grant. The Title III Project Coordinator will report directly to the Vice President of Academic Affairs. The Project Coordinator needs to possess strong knowledge of grant development and administration; good written, verbal communication, and organizational skills; ability to work with students, faculty, staff, administration, and outside agencies; good presentation skills; self-motivation; accountability; and able to provide leadership. Ability to track data, outcomes, and present information in compliance with federal requirements.

**EDUCATION and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education, or experience may be substituted for the minimum qualifications.)* Completion of a master's degree or higher in Education, Higher Education Leadership, or related field.

**EXPERIENCE:**

- Project management skills, preferably in higher education;
- Demonstrated ability to collaborate effectively with various campus stakeholders;
- Proficient in Microsoft software;
- Ability to work independently and prioritize multiple tasks with attention to detail;
- Experience with Title III or other grant administration preferred; and
- Minimum 3 years' experience in educational support services, and academic or student affairs; knowledge of best practices in retention and student support in the community college context, preferred.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor:*

- Oversee the development and implementation of all aspects of the Title III grant;
- Ensure that the program operates in compliance with all terms and conditions of the grant and all federal regulations;
- Coordinate professional development for staff and faculty to create a sequence of points of service/connection for improved holistic and continuous student support;
- Coordinate and monitor goals for activities related to the Title III grant;
- Work to secure funding for continuation of Title III grant in the future by assisting in the grant writing process;
- Lead the hiring process for grant-funded personnel;
- Assists the external evaluator and the internal monitoring team in ongoing formative and annual summative project evaluation;
- Develop monitoring and evaluation plans for project goals and objectives, ensuring continuous improvement and maintaining high accountability for project outcomes;
- Work closely with the Institutional Research department to create a data collection system for reporting and participant tracking;
- Collaborate effectively with the Vice Presidents, Deans, Faculty, The Learning Center, Educational Technology, Student Services, and other important constituents on campus;
- Manage the Title III grant budget in strict compliance with federal guidelines, prepares annual budgets, and authorizes all expenditure of funds, ensuring appropriate utilization of funds;
- Collaborate with purchasing department to ensure that grant purchases are in compliance with state and federal regulations.

- Participate in the development of institutional practices and procedures concerning the retention and graduation of program participants;
- Prepare and submit reports for the Department of Education and the college on the operation of the Title III grant program and the success of program participants;
- Develop and maintain a Title III Policy and Procedures Manual that embodies the requirements of program statutes, regulations, and policy statements;
- Coordinate with Web Services/Programming to create Title III website
- Attend the Title III Project Director conference; and
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA). Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; strong interpersonal skills; ability to participate as a team member; ability to understand and interpret rules and regulations, ability to adjust to change; ability to handle confidential material judiciously; ability to manage multiple projects; broad knowledge of teaching strategies and learning styles; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; excellent customer service skills; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to exchange ideas, facts, information, and opinions effectively and accurately with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to direct, manage or lead others; establish and maintain effective and collaborative working relationships with faculty, staff, other departments, students, and the public; may develop and administer operational programs and responsible for short-term and long-term planning; comply and enforce policies, procedures, and instructions.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to use independent judgment and discretion; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, promote efficiency; develop and maintain budget; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology equipment, software, and programs; standard office equipment and department specific equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; may require flexible schedule to work evenings and/or weekends; available to travel to participate in meetings, conferences, and other activities related to the position duties.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a office setting; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for the job.

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Employee Signature

Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636- 584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*