

JOB TITLE: Project Manager-Strengthening Community College Training Grant (SCC4)

DEPARTMENT: Academic Affairs

LOCATION: Union Campus

REPORTS TO: Vice President, Academic Affairs

FLSA: Exempt

LEVEL: 204

DATE: 5/16/24

POSITION SUMMARY: The Project Manager-SCC4 is responsible for the administration and day-to-day operations of US Department of Labor's Strengthening Community Colleges Training (SCC4) grant activities, post award. The Project Manager-SCC4 will oversee the planning, development, and implementation of an Associate of Applied Science (AAS) in Respiratory Care program in collaboration with the Missouri Health Professions Consortium (MHPC). The Project Manager-SCC4 will work closely with hospital partners, community organizations, and other industry stakeholders to establish registered apprenticeships, manage participant recruitment, and ensure effective grant administration and compliance. They will serve as a liaison with other departments as needed to carry out grant deliverables. The Project Manager-SCC4 will collaborate with various departments on main campus and the Missouri Health Professions Consortium member campuses, to meet project goals. State wide travel is required.

EDUCATION and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education, or experience may be substituted for the minimum qualifications.)*

Completion of a minimum of a bachelor's degree in a field of study related to Business, Education, or a technical discipline; master's degree preferred

EXPERIENCE:

- Three years' experience as a Project Manager, preferably in higher education or healthcare;
- Experience managing federal grants preferred; and
- Experience with grant infrastructure (reporting, documentation, etc.) preferred.

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

- Oversee the planning, development, and implementation of an AAS in Respiratory Care program in collaboration with the Missouri Health Professions Consortium;
- Oversee all aspects of grant management, including budgeting and compliance;
- Implement and manage all strategies and deadlines as outlined in the workplan for the SCC4 grant;
- Manage grant activities through a project management process, utilizing project management software;
- In conjunction with member Missouri Health Professions Consortium Health Sciences Deans, coordinate efforts of the personnel directly funded by the grant;
- Establish and maintain relationships with hospital partners throughout the consortium and initiate registered apprenticeship programs through a collaborative effort with the Center for Workforce Development;
- Engage with community partners and other industry stakeholders to support program goals;
- Develop and maintain SCC4 Grant Policy and Procedures Manual that embodies the requirements of program statutes, regulations, and policy statements;
- Coordinate with Web Services/Programming to create and SCC4 Grant webpage;
- Serve as the primary point of contact for all external partners related to the grant;
- Develop and execute a recruitment strategy to attract participants to the program;
- Organize outreach activities, including informational sessions and community events;
- Monitor and assess recruitment efforts to ensure targets are met;
- Prepare and submit regular progress reports to the Department of Labor and other stakeholders;
- Give presentations at various MHPC colleges, community, governmental and economic development functions;
- Work closely with the evaluator of the grant, assisting with required research;
- Other similar duties as assigned.

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 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, and 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 a 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 an 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 qualification 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 qualification required for the job.

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.*