

Position Announcement

Posted: 2/20/23

Title III Grant Project Director

North Central State College is accepting resumes for the position of Title III Grant Project Director. This is a grant funded position through September 30, 2027.

Essential duties/responsibilities include but are not limited to the following:

Project Administration

- Develop focused and integrated academic support systems and services that encompass faculty professional development, instructional delivery, scheduling of courses, stakeholder communication plan with links to Registrar's office, Student Services and other student facing NCSC teams.
- Develop, manage and execute a master project plan and calendar ensuring compliance with the Title III grant agreement, all applicable federal, state and other regulations outlined in the grant award, and adhering to the College's policies, including those related to financial and budget management.
- Provide oversight and project management for the completion of Title III activities
- Provide updates on Title III activity progress to Vice President Academic Services or Dean Academic Services at scheduled meetings.
- Provide progress reports to the President's Staff, Board of Trustees, and other college stakeholders.
- Facilitate routine project team meetings to review and execute the project plan for all Title III activities.
- Supervise the grant staff toward meeting objectives within established timeframes.
- Approve grant expenditures. Work directly with Business Office designee to manage grant budget.
- Direct project evaluation activities and assess the project's impact on the College and its students.
- Provide leadership to ensure the application of grant activities into the daily operations of the College.
- Primary contact for the USDOE regarding the Title III grant reports.
- Produce all quarterly, progress and annual reports and data.
- Other duties as assigned.

Required Qualifications:

- **Education:** Bachelor's degree in Business, Project Management, Educational Leadership, or related.
- **Experience:** Experience in the field of academic management or institutional effectiveness, faculty professional development, supervisory experience, and managing grants preferred.
- Community college experience preferred.

Please express your interest in this position by submitting a letter of application and resume to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 3/6/23 and until filled

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.