

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:      PROJECT DIRECTOR**  
**(Student Equity Program)**

### **BASIC FUNCTION:**

Under the direction of the assigned Dean, the Project Director will serve as project leader for the Student Equity Program.

The Project Director will plan, organize, and manage the objectives of the Student Equity Program to close the achievement gaps in access and success for certain underrepresented student groups. The Director will adhere to the guidelines, policies, and procedures outlined in the College Student Equity Plan. The Director will coordinate and supervise all personnel involved in program activities in order to satisfy the goals and objectives of the Student Equity Plan.

### **REPRESENTATIVE DUTIES:**

Accept overall responsibility for management, compliance, reporting, budget, and monitoring for timelines and quality of outcomes.

Serve as logistical hub of program, coordinating meetings, travel, consultants, and project staff.

Communicate goals and objectives of program to college community.

Direct and oversee the operation of all program components.

Oversee faculty and staff recruitment and development activities.

Supervise the day-to-day functions of all program staff.

Assume responsibility for the timely completion and evaluation of all activities and program objectives as detailed in the Student Equity Plan, including scheduling and approval of professional development, monitoring of implementation and evaluation of pilot interventions, and other activities as noted.

Work with key college constituencies to plan and budget for program continuation of successful strategies implemented during the program.

Gather monthly progress reports on program components and issues quarterly reports summarizing progress.

Keep monthly time and effort records on all personnel who work on the program.

Obligate and spend in a timely manner program funds in accordance with terms of program award; maintain funds in separate/restricted accounts; and approve all expenditures.

Ensure consultants and contracts are within institutional, state, and federal requirements.

Communicate with Student Equity office and attend conferences.

Coordinate the overall evaluation of program with an external evaluator and college staff.

Coordinate the preparation of all Chancellor's Office required reports, including any interim reports, the Annual Performance Report, and the Final Report.

**EDUCATION AND EXPERIENCE:**

Master's degree and at least 2 years administrative experience, preferably in grant-funded project/program management at the federal and/or state level. Experience managing large and complex projects/programs and/or federal contracts (including budgets and reporting) in higher education setting. Title III or Title V experience preferred. Excellent communicator with awareness of issues related to community college teaching and learning issues.

Must have sensitivity to, and understanding of, diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes and regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and appropriate software.

Organizational, operational, and structural functions of postsecondary institutions.

**ABILITY TO:**

Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, and cultural, and ethnic backgrounds.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Will be required to drive to offsite locations periodically.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Multicultural, diverse work environment.

Lift up to 25 pounds.

Administrator Salary Schedule Range 11

Board Approved: