

WYTHEVILLE COMMUNITY COLLEGE POSITION DESCRIPTION

Job Title: Administrative Faculty –
Title III Grant Coordinator -
#GA120

Reports To: Vice President of Instruction &
Student Development

Department: Instruction

Review/Revision Date: 2-2-2012

I. BASIC FUNCTION: The Title III Project Director/Career Counselor will provide administrative leadership for the achievement of the goals of a five-year Title III grant (50% time) and will complete all required reporting to the college and to the US Department of Education. The remaining 50% of time will be devoted to student development duties in career counseling and other areas as assigned. Grant-funded, restricted position.

II. SIGNIFICANT RESPONSIBILITIES:

A. Performs specific job responsibilities:

1. **Provide academic leadership in planning to include:**

- Participating in curriculum and program advisory committee meetings
- Working with faculty on new and revised on-line course and program curricular development
- Collection and dissemination of grant statistical data
- Management of grant budget and purchasing operations
- Preparation and submission of required grant and college reports
- Working with agencies to provide employment opportunities
- Working with Workforce Services & Continuing Education in response to community and business/industry demands
- Actively participating in student recruitment and retention efforts

2. **Provide administrative leadership relative to college activities/events, to include:**

- Achieving the goals of the five-year Title III grant project activities
- Development of on-line program options for two existing degree programs, development and implementation of a new certificate program, development of on-line and distributive delivery alternatives for courses in an existing career studies certificate program
- Working with technology committee and information technology staff to procure computer hardware and software for instructional purposes
- Development of a center for on-line teaching excellence at the college, and the development of a virtual advising center
- Providing career counseling information to prospective, current, and former students.
- Serving on college standing and ad hoc committees, including search committees
- Working cooperatively with student services staff on registration and other processes

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3. **Provide administrative leadership relative to scheduling, to include:**
 - Coordinating and convening Title III steering committee meetings and external evaluator visits
 - Submitting reports, and timely implementation of grant activities
 - Developing career placement center for former, current, and prospective students

 4. **Provide administrative leadership relative to faculty/staff, to include:**
 - Supporting faculty and staff on issues such as curriculum and professional development
 - Hiring and supervising of other Title III Grant personnel.
 - Assisting faculty in locating and securing professional development activities
 - Working collaboratively with student services and other grant staff to provide career counseling services to students

 5. **Provide administrative leadership relative to budget/finance to include:**
 - Maintaining Title III Grant budget
 - Managing/disbursing stipends related to faculty involvement in program review processes
 - Managing grant funding for faculty and staff professional development
 - Coordinating with college personnel to provide budget management, reconciliation of program expenditures, and submission of required reporting of grant fund expenditures to the US Department of Education and college business office personnel
- B. Promotes Wytheville Community College's Culture of Excellence and quality service through teamwork, respectful communication, maintenance of a professional environment, partnership with those we serve, and anticipation of customer needs.
- C. Adheres to VCCS and College's policies and procedures. Completes required training including MOAT security training, eVA training, P-Card training, and safety training as required by the college (and any new training requirements that are identified by the college as needed). Exhibits professionalism in carrying out required tasks in accordance with policies and procedures. Occasional overnight travel and evening or weekend hours may be required in order to fulfill position responsibilities.

III. JOB SCOPE: Full-time position. The Project Director will provide administrative leadership for achievement of the Title III Grant goals and will complete all required reports to the College and to the US Department of Education within specified deadlines. Minimum 50% of the position devoted to managing funds and reporting for the following Title III project activities: development of on-line program options for two existing degree programs, development and implementation of a new certificate program, development of on-line and distributive delivery alternatives for courses in existing programs, development of a center for on-line teaching excellence at the college, and the development of a virtual advising center. Remainder of assigned time devoted to student development duties in career counseling and other areas as assigned. Grant-funded, restricted position. Position confers academic rank as outlined in College Policies and Procedures.

IV. MINIMUM QUALIFICATIONS REQUIRED:

Education: Minimum of Bachelor's degree (Master's degree preferred) in education, business management, public administration, non-profit management, or field related to student development/counseling.

Required Experience/Knowledge/Skills/Abilities: Demonstrated experience in project management and assessment with documented results. Excellent oral and written communications skills required. Must be able to analyze data, work with government agencies, perform program assessments, and be proficient in the use of word processing and database management computer programs (experience using Microsoft Office applications preferred). Proven organizational skills and the ability to work independently and as a member of a team. Ability to work with diverse groups. Knowledgeable of federal grant reporting requirements.

Other Qualifications: Prior experience working with college students and/or faculty, experience in managing grant funds, and prior supervisory experience preferred. Demonstrated experience with technology for providing classroom instruction and distance learning. Experience with managing Title III grants and working with accrediting agencies preferred.

***Note:	This job description is only meant to be a representative summary of the major responsibilities and accountabilities performed by the incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.
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APPLICATION PROCESS:

To apply, applicants must submit a cover letter, current resume, a completed Virginia State application form and unofficial copies of college transcripts to Linda Nye, Human Resource Manager, Wytheville Community College, 1000 E. Main Street, Wytheville, VA 24382. The blank application form can be accessed from the college website at www.wcc.vccs.edu/jobs. The position will remain open until filled with an **initial review of application documentation to be held on March 2, 2012**. WCC reserves the right to conduct one or more rounds of the screening process through the use of electronic media technology (audio and/or video). Persons with disabilities requiring assistance should contact 276 223 4869. The individual selected will be subject to a criminal history/sex offender background check as a condition of employment and e-verify for employment eligibility.