



## JOB DESCRIPTION

**TITLE: Title III HSI-STEM Grant Director**

**COLLEGE:** Arts and Sciences

**DATE PREPARED:** October 28, 2021

**REPORTS TO:** Principle Investigator I Title III HSI-STEM

**FLSA:** Exempt (12 months)

### **POSITION SUMMARY:**

The Title III HIS-STEM Grant Director is responsible for the organization, management, planning, implementation, continuous review, and analysis of the Title III HSI-STEM grant for Heritage University. This individual provides grant project leadership and works closely with program PI, faculty, division chairs, vice-presidents, the college president to complete grant objectives. They will also interact with representatives of government, industry, K-12 schools, other colleges and universities, and business partners.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Primary essential duties and responsibilities for facilitating the implementation of the TITLE III HSI-STEM grant include but will not be limited to the following:
  - a. Outreach to area high schools for STEM awareness and recruitment
  - b. Support of Case Management Model to support HU STEM undergraduate students,
  - c. Develop articulation agreements with regional HSI community colleges
  - d. Oversight of planning and building of new STEM Learning Center
  - Manage the grant budget.
  - Ensure compliance with all federal regulations applicable to the implementation of grant activities.
  - Meet all grant reporting requirements for the Department of Education.
  - Act as the primary liaison between the college and the US Department of Education for all matters related to the Title III, HSI STEM Grant.
  - Authorize all HSI STEM expenditures and work with Business Services to reconcile expenditures and ensure the budget/funding is utilized appropriately.
  - Work closely with college, faculty, staff, and administrators to implement grant activities and to align grant activities to strategic institutional goals.
  - Perform necessary activities related to grant management, budgeting, and grant compliance.
  - Ensure necessary data and document collection is complete for all grant activities in order to satisfy federal reporting, audit, and record retention requirements.
  - Prepare reports and documents on progress of meeting grant objectives.
  - Ensure program efforts comply with the requirements of the funding source.
  - Work closely with the external evaluator to evaluate and monitor project performance and outcomes.
  - Participate in strategic planning activities, as requested.
  - Promote a culture that supports diversity, equity, and inclusion.
4. Handle confidential information with tact, discretion and in compliance with FERPA regulations.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Master's degree from accredited institution.
2. A Master's degree in a STEM related discipline is preferred.
3. Prior grant management experience.
4. Experience managing a federal grant such as TRIO, Title III or Title V grants is preferred.
5. Experience working in a higher education setting is desired.
6. Knowledge of grant management including budget, personnel management, and reporting.
7. Knowledge and understanding of retention strategies, strong understanding of varied student services, particularly for minority students.
8. Knowledge and ability to use Microsoft Office software and specific computer programs related to area of responsibility.
9. Communicate effectively, orally and in writing, including the ability to engage in one-on-one and in public forum.
10. Excellent organizational skills with the ability to work independently, set priorities, and complete assignments in a timely manner.
11. Demonstrated problem-solving abilities, especially in cases requiring quick action and resolution.
12. Demonstrated leadership experience and ability to take initiative.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions for reporting purposes.
14. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college faculty, staff, and students.
15. Able to work flexible hours, including occasional weekends and evenings, in order to complete tasks on deadline.
16. Bilingual English/Spanish is preferred.

**APPLICATION INFORMATION AND DEADLINE** Applications should include the following:

- Cover Letter
- Resume
- List of References (names, addresses & phone numbers of 3-5 current professional references).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

**To apply, please email application material to:** Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948