

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR – XCEL- IT CONSORTIUM (Grant Funded Position)

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

This is a senior project management position that superintends the compliance of CF and other consortium members with the terms and conditions of a major grant-funded program. Typically this includes clarifying interim and ultimate project objectives, gathering periodic reports and assembling them for transmission to the grantor, supervising program-wide contract services including an external evaluation, training consortium member representatives, and convening consortium wide communications.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Master's Degree in business administration or organizational management or related area is required, although A Bachelor's degree and two additional years of experience managing a closely similar program may be accepted.
2. Years of experience in field: Three years experience in the management of large and complex projects is required; experience with a college or higher education institution is preferred.
3. Special skills or abilities related to position: Since the position does not have formal line authority to supervise either the CF project personnel or the personnel in participating consortium member institutions, *well developed interpersonal, communication, and leadership skills are essential. Given the complexity of the project, the position requires a demonstrated ability to envision and understand the sequencing and relationships of multiple tasks and organizational units in time and production phases.*

Additional Required Abilities:

To use general office software, remote communication software, and specific project management software;

To establish positive working relationships with a variety of personalities and conduct verbal and written communications with external and internal groups;

To plan and direct programs and monitor and evaluate the effectiveness of programs and services;

To generate data and reports from sub-unit reports or online databases, evaluate and analyze empirical data, and effectively communicate findings to others; and to supervise assigned staff.

ESSENTIAL JOB FUNCTIONS:

1. Negotiate final contracts and MOUs and subsequent amendments, if any, with institutions and other vendors.
2. Establish agreed upon data collection and reporting methods and schedules for all participants.
3. Support and expedite implementation of project tasks at participating institutions.
4. Oversee consortium-wide vendors and enforce contract provisions.
5. Convene meetings of participating institutions and facilitate exchanges of lessons learned and best practices.
6. Supervise and manage assigned staff.
7. Represent the consortium in communications with the grantor.
8. Develop and secure implementation of a variety of educational and informational workshops for faculty and staff from participating institutions, employers or supporting statewide agencies.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Vice President, Academic Affairs