

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROJECT DIRECTOR – DEPARTMENT OF LABOR CONSORTIUM
(GRANT FUNDED, LIMITED TIME APPOINTMENT)

PAY GRADE: P-5

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 "Your first choice for quality higher education." 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: A Bachelor's Degree in business administration or organizational management or a related area is required. A Master's degree is preferred.
2. Years of experience in the field: Five years of 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 the position: 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;

PREREQUISITES FOR POSITION (Qualification Standards) (continued):

Special skills or abilities related to the position:

Additional Required Abilities:

To generate data and reports from sub-unit reports or online databases, evaluate and analyze empirical data, effectively communicate findings to others; and 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 the 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. Employees will be required to perform other job-related marginal duties as required).

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 accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

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

PRIMARY LOCATION OF JOB: OCALA CAMPUS

SUPERVISOR OF POSITION: ASSOCIATE VICE PRESIDENT, CAREER AND PROFESSIONAL PROGRAMS