

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PROJECT DIRECTOR – CAMPUS SUICIDE PREVENTION PROGRAM  
(GRANT FUNDED)

PAY GRADE: P-11

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY: Provide leadership and coordination in the planning, implementation, and evaluation of the campus suicide prevention grant program. Assist the Division of Student Affairs in designing, implementing, marketing, and evaluating programs and services that promote suicide prevention and awareness to students, staff, and the general public. Provide a leadership role in coordinating the activities of the program's Coalition. Maintain client and management data, and monitor program compliance and grant expenditures.

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: A Bachelor's degree in counseling, counseling psychology, student personnel, higher education, educational leadership or a related student development field is required. A Master's degree is preferred in one of these areas.
2. Years of experience in field: At least three years of experience in counseling, advising, education/training or a related student development field is required; community college or higher education experience in a commuter institution is preferred along with experience in managing grant programs.
3. Special skills or abilities related to position: Must have well developed interpersonal, communication, leadership, computer and organizational skills; demonstrate the ability to develop, implement and coordinate a variety of services; demonstrate the ability to design and implement student support programs, activities and services; and demonstrate the ability to incorporate technology into the design and delivery of programs and services that support student success. Must be knowledgeable of suicide prevention and risk, and crisis counseling; the ability to use technologies; and to promote and support student success. Must be able to plan, direct and evaluate program activities, and monitor budget expenses.

Special skills or abilities related to position: (Continued)

Must have the ability to establish positive working relationships with various departments within the college and community partner organizations, and have a high level of communication skills that support a collaborative learning environment. Must be proficient in verbal and written communications with external and internal groups. Must have experience in evaluating the effectiveness of programs and services, and the ability to generate data and reports related to the grant as well as the ability to conduct research, to evaluate and analyze empirical data, and to effectively communicate findings to staff and community partners.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate and manage the planning, design, implementation and evaluation of the grant's program activities and services.
2. Provide professional support and leadership to staff and community partner organizations relating to grant services and activities.
3. Develop, coordinate, and implement suicide education prevention and awareness activities for students, staff, and community agency partners.
4. Prepare goals, expected outcomes, and reports related to improving grant programs and services.
5. Assist the college's marketing and public relations department in promoting program activities and services to students, community partner organizations, and the community at large.
6. Maintain program client and management data, and evaluate program effectiveness.
7. Coordinate the activities of the program's Coalition.
8. Provide regular budget reviews and monitor expenditures to assure compliance with grant requirement; prepare and submit budget expenditure reports to the grantor.
9. Serve as the lead contact and advocate for suicide prevention education and awareness for the college.
10. Work closely with the college's Access Services and Counseling Department's staff to ensure that program participating students receive the needed services and referrals to appropriate community 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 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 Moderate (up to 40 pounds) lifting and carrying
- 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:

Dean, Student Services