

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION OUTLINE

JOB TITLE: PROJECT MANAGER – TITLE III GRANT FOR STARTSMART@CF  
PAY GRADE: A - 15  
OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

The project manager will manage day-to-day activities; oversee and coordinate development, implementation, and integration of the student first year experience; oversee development, implementation, and coordination of professional development and cross-training of faculty and staff; ensure project objectives and timelines are met; oversee assessment and evaluation processes; and prepare drafts of quarterly and end-of-year reports.

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 required; Doctorate preferred.
2. Years of experience in field: Minimum of five years of work and/or teaching experience in education, which must include one or more of the following: college level teaching experience, curriculum development, and program development, with at least three years of experience at a community college. At least one year of administrative experience preferred.
3. Special skills or abilities related to position: Demonstrated skills in project planning and implementation, program/curriculum development, problem solving, and evaluation. Effective interpersonal and communication skills that support a collaborative environment. Exhibit positive human relations skills and possess proficiency in verbal and written communication. Establish and maintain an effective working relationship with the community, staff, and faculty. Ability to coordinate a diverse group of staff and faculty and the development and implementation of the project. Ability to establish and maintain detailed records and reports relating to project implementation.

ESSENTIAL JOB FUNCTIONS:

1. Manage the daily activities of the Title III Grant project to achieve the project objectives.
2. Assist the Project Director in the development, implementation, and evaluation of the Title III Grant project to achieve the project objectives.
3. Ensure project objectives and timelines are met.
4. Prepare monthly progress reports to the Project Director.
5. Prepare drafts of quarterly and end-of-year reports.
6. Maintain detailed records of all Title III Grant activities and expenditures.
7. Prepare drafts of the quarterly Title III newsletter updates.
8. Chair the Title III Task Force.
9. Serve on the Title III Steering Committee.
10. Oversee and coordinate development, implementation, and integration of a first year experience course.
11. Collaborate with the coordinator of teaching, learning and engagement to develop and provide education and training on the mandatory first year experience course.
12. Collaborate with the coordinator of teaching/learning & engagement to develop, implement, and coordinate professional development and training for faculty and staff, including student engagement techniques and methods.
13. Oversee creation and implementation of academic pathways.
14. Effectively communicate with first year advisors regarding the accurate implementation of pathways.
15. Develop and provide training on academic pathways to advisors, department chairs/program managers, and key faculty.
16. Coordinate with Learning Support Center staff to enhance tutoring and academic support services.
17. Develop and manage faculty fellows program and activities to increase student and faculty engagement.
18. Oversee redesign and implementation of the Early Support system and messaging.
19. Develop and provide training on the redesigned Early Support system and available academic support services.
20. Coordinate exploration of replacement and/or additional technologies to support student learning and engagement.
21. Coordinate the assessment, evaluation, and data analyses process with Institutional Effectiveness and the research analyst.
22. Assist Project Director and LRC staff with the implementation of the learning commons.

(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.

PHYSICAL DEMANDS: (Continued)

- 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:

Project Director – Title III Grant