

Job Description

Position Title: Program Manager, STRIVE Online Grant

Job Family: grants Administration

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The Program Manager for STRIVE Online Grant provides oversight of the Strive Online Title V Grant, DHSI (Developing Hispanic Institutions). The Strive Online Title V Grant is designed to develop and expand online student supports in a Virtual Success Center and develop and update essential infrastructure for online student success. This position manages the grant and provides oversight of the daily operations and objectives of the grant. Prepares and submits all required reports to ensure all goals and objectives are met. Oversees and manages all financial programmatic budgets.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides comprehensive oversight of all project activities, operational procedures, and budget of the Strive Online Title V Grant. Develops, implements, interprets, applies, and evaluates strategic program objectives, policies, and procedures. Develops and distributes grant policies and procedures manual; prepares monthly and quarterly reports to Grant's office.
2. Authorizes all expenditures; monitors and tracks programmatic goals and objectives to ensure that budgets are consistent with original grant application; oversees grant budget working in partnership with Fiscal Analyst; performs financial administration functions and ensures timely submission of grant reporting.
3. Hires staff; supervises and evaluates Strive Online Title V Grant staff. Prioritizes and assigns work and ensures staff are trained. Makes hiring, termination, and disciplinary recommendations.
4. Serves as liaison between the Grants Research Office and Project Officer for processes related to program compliance. Liaison with facilities, IT, and CLT for the grant-funded media lab renovation project.
5. Oversees programmatic activities includes working closely with the Activity Coordinator to implement programs related to online student success such as peer mentoring and virtual communities. Works with the Web Designer to build promo videos, preview courses, update webpages within and external to D2L, and create a Virtual Success Center.
6. Serves as a representative for internal and external committees and task forces and facilitates meetings with internal and external partners.
7. Works with partners and the grant team to develop action plans. Conducts research and prepares reports.
8. Ensures compliance with the rules and regulations of the grantor.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge of principles and methods for promoting programs and services
4. Skill in organization, coordination and management
5. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
6. Skill in positive, productive and flexible customer service
7. Ability to apply analytical and critical thinking skills with the ability to draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study required.
- Master's degree in a related field of study preferred.
- Three (3) to five (5) years of related experience.
- Five (5) to eight (8) years of related experience preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; ; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; transport and/or position light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Valid and Current AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work hours