

PROJECT MANAGER, GRANTS

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 17
REPORT TO: VICE PRESIDENT OF INSTRUCTION
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

The Project Manager for Grants is responsible for coordinating grant-funded activities for a variety of grants awarded to Texas Southmost College at the direction of the Principal Investigator. In this capacity, the Project Manager oversees the day-to-day management of each grant to meet project performance measures and deliverable outcomes in accordance with federal regulations, program requirements, and College District policies and procedures. In addition, the Project Manager also submits technical reports as required by the funding organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the grant's Principal Investigator:

- Establishes, maintains, and communicates mission and objectives of project to project staff and college personnel.
- Establishes and maintains effective communication to ensure project remains congruent with overall institutional development goals.
- Guides and monitors progress toward achieving project goals and objectives and meet all required deadlines.
- Evaluates project activities, performance measures, and deliverables on a monthly, quarterly, and annual basis to benchmark progress toward project goals.
- Coordinates and facilitates continued activity planning, management, and evaluation.
- Coordinates required project meetings.
- Ensures compliance with grant organization policies and grant terms/conditions.
- Oversees preparation and monitoring of technical project reports for Texas Southmost College (TSC) and the funding organization, including data collection and analysis.
- Interfaces with Institutional Research to gather and synthesize data needed for grant reporting.
- Collaborates with Coordinator of Sponsored Programs, Grants, and Contracts to ensure all reporting deadlines are met.
- Communicates progress of grant project activities to internal and external audiences.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Research and implement current trends and best practices for delivery of services, curriculum development and implementation, instructing and support service strategies.

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- Communicate research and trends to relevant departments to continue inclusive practices.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attends the workplace regularly; reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes all required training and professional development sessions sponsored through Texas Southmost College (TSC).
- Serves on committees as appropriate and as appointed by supervisor.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrated skills in managing and working with external and internal personnel in a team environment.
- Excellent project management skills.
- Data analytical experience.
- A strong commitment to the mission of the community college.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Ability to work independently according to established schedules and to complete assignments and projects, as per defined timelines.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Demonstrated problem solving skills.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from a regionally accredited college or university
- Two (2) years of experience managing projects in an educational, non-profit or corporate setting.

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PREFERRED EDUCATION AND EXPERIENCE

- Experience working in an institution of higher education.
- One (1) year of experience in managing or implementing grant-funded programs.
- Bilingual – proficient in Spanish.

CERTIFICATES AND LICENSURES

None required. Project Management Professional certification preferred.

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 the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and climb ladders, pull wires, as well as adjust and/or install equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- No

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Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Bachelor's degree (or higher) from a regionally accredited college or university?
 - Yes
 - No
3. * How many years of experience do you have managing projects within either an educational, non-profit or corporate setting?
 - Less than 2 years of experience
 - 2 - 4 years of experience
 - 5 - 9 years of experience
 - 10+ years of experience
4. *How many years of experience do you have in managing or implementing grant-funded programs?
 - Less than 1 year of experience
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5 or more years of experience

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5. Do you have experience working in an institution of higher education?
- Yes
 - No
6. Are you proficient in Spanish (speaking and writing)?
- Yes
 - No