



Position Title: Title III Associate Director
Reports To: Title III Grants and Compliance Officer
Department: Title III
Classification: Full-time, Salary Exempt, Grant-funded, 12-months, Benefits Eligible

POSITION OVERVIEW

Under the direction of the Title III Grants and Compliance Officer, the Title III Assistant Director is responsible for assisting in the management and supervision of the daily operation of the Title III programs. Major duties include coordinating, planning, developing, and implementing program objectives in compliance with Title III and internal policies and procedures.

DUTIES AND RESPONSIBILITIES

- Processes purchase requisitions, travel reimbursements, and travel proposals
- Direct the provision of a customer-service environment for the delivery of all department functions, and promote such an environment across campus
- Assist in the training, supervision, and evaluation of the performance of assigned program staff
- Prepare reports, maintain organized recordkeeping for internal evaluations and audits; ensure accurate and timely budget and data entry and reconciliation
- Assist in the preparation and administration of program budgets; maintain program budget and records of expenditures
- Plan and coordinate orientations, monthly meetings, and workshops
- Assist with website updates and program publications to ensure that activity directors and institutional faculty, staff, and students have access to current information
- Provide clearly written reports and analyses when requested or appropriate
- Serve on appropriate committees
- Assists in the resolution of complex, highly sensitive, and confidential administrative matters.
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

- Any combination equivalent to:
 - Bachelor's degree or equivalent from an accredited college or university
 - Three (3) years of increasingly responsible experience in grants, budgeting, program administration or in a related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Planning, and organizing the services of the TRIO office
- Maintaining records and preparing reports
- Using computer software applications to produce reports and information
- Meeting schedules and timelines
- Communicate clearly and effectively orally and in writing.
- Relate effectively with a wide variety of students, faculty, staff, and community members
- Operate a variety of office equipment, including computer, appropriate software, and audiovisual equipment
- Plan, organize, manage, and evaluate workflow; analyze systems, recognize problems, and develop alternative solutions
- Work independently and effectively
- Multitask effectively and be detail oriented

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed (if applicable)
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please