

Sul Ross State University
Position Description

Official Title: Title V Activity Director
Salary Group: Unclassified

Job Code: 1208

Summary

Function: Provides skilled assistance and assumes duties within framework of established policies.

Scope: Independently coordinates activities according to established procedures.

Duties

Essential: Performs timely completion of project objectives. May supervise small staff and completion of project strategies. Assists faculty and/or staff with capacity building. Analyses and interprets data to support activity evaluations. Assists in institutionalizing activity elements. Works with staff, administration, faculty and equipment vendors to ensure proper installation and/or use of all distance learning equipment. Develops faculty/staff training workshops to ensure proper use and implementation of all phases of distance learning network. Ensures distance learning programming is responsive to students' needs and include strategies proven effective with distance learners, minority students, and time-place-bound learners.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: Work periodically reviewed by project director.

Given: May supervise student and other part-time employees.

Education

Required: College degree or higher in education, instructional technology, distance education or related field. Three years each administrative management and instruction experience.

Preferred: Bilingual.

Experience

Required: Experience in project, budget, and personnel management and evaluation; instructional/curriculum design; experience with academically underserved and underprepared populations. Must have excellent communication, organization, and leadership skills. Demonstrated experience with set-up, use/function, and evaluation of distance learning technology; leading faculty/staff training workshops.

Preferred:

Equipment/Skills

Required: Working knowledge of computer equipment, software and design skills.

Working Conditions

Usual: Office conditions; some evening and weekend work as needed. Position is Security Sensitive. Travel required.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date Revised: October, 2007