

## **Sul Ross State University Position Description**

**Official Title:** SRSU Director of Title V *Adelante Tejas* Hispanic Serving Institutions STEM and Articulation Project

**Job Code:** 1626

**Salary Group:** Unclassified (8)

### **Summary**

**Function:** Oversee the activities of the Title V Hispanic Serving Institutions STEM and Articulation project; coordinate the development of policies and procedures for the *Adelante Tejas* Project; compile all required internal and external reports; supervise *Adelante Tejas* Project staff; and assure compliance with all local, state, and federal rules and regulations.

**Scope:** Work with University Faculty, Staff, Administrators, Project staff and designated San Antonio College personnel to complete goals and objectives outlined in the funded San Antonio College/Sul Ross *Adelante Tejas* (Forward Texas): A Partnership to Improve STEM Education for Texans.

### **Duties**

**Essential:** Administer the *Adelante Tejas* project; select, supervise and evaluate all Project personnel; oversee instrument, equipment and supplies acquisition, course development and pilot sequences; communicate project accomplishments, benchmarks, and lessons-learned internally and externally; oversee preparation and monitor fiscal and technical institution, project reports for the institution and the U.S. Department of Education; assure that the program operates in compliance with Department of Education rules and regulations; authorize all expenditures and monitor appropriate utilization of funds for project; ensure all external assistance and consultants operate and execute according to schedule; conduct Project evaluation and submit Annual Performance reports. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### **Supervision**

**Received:** Director, Rio Grande Research Center, School of Arts & Sciences

**Given:** *Adelante Tejas* Data Tracking Specialist, Analytical Lab Technician, GIS Lab Technician, project personnel.

### **Education**

**Required:** Master's Degree in STEM, Management, Public Administration or Educational Leadership

**Preferred:** Ph.D. in STEM, Management, Public Administration or Educational Leadership

### **Experience**

**Required:** Master's degree required in a STEM, Management, Administration or an Education-related field; At least five years of grants and project management experience in the higher education environment, preferably at an H.S.I.; Knowledge of multimedia presentations, distance learning technology and instructional techniques; Demonstrated ability to work as part of a team.

### **Equipment/Skills**

**Required:** Familiarity with Title V, Title III and/or federal funding programs; demonstrated commitment to enhancing the success of graduate students; excellent rapport with students; ability to work independently and as part of a team.

**Preferred:** Bi-lingual

### **Working Conditions**

Usual: Office Conditions; exempt from overtime provisions. Position is Security Sensitive.

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

Date revised: November 29, 2011