

Director, NOVA DOL Grant

FLSA Status: Exempt

Pay Grade: 28

Job Title ID: 230507

Job Series/Job Family: Academic Program Support Series / Academic Program Support Family

Reports To

Dean, Mathematics & Science

Job Purpose

To plan, direct, and implement the overall program goals and objectives of the Health Professions Academy Lead at Austin Community College for the Northern Virginia Community College Credentials to Careers Consortium grant from the 2012 DOL TAACCCT program. The Project Director contributes to the success and quality of the Health Professions Academy, while overseeing the day-to-day operations, supervision of program grant faculty and staff, and working collaboratively with local partners and other stakeholders. The position is a grant-funded, full-time position for up to 4years.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Manages the implementation, operation and evaluation of the Health Professions Academy Lead for Northern Virginia Community College's Credentials to Careers Consortium (NVCCCCC) grant, in accordance with project goals, objectives and established timelines. Works with the Continuing Education department to establish a CAN/CNA Phlebotomy lab. Work with a team of faculty to redesign the curriculum of BIOL 1308, 2404 and 2304.
2. Maintains adherence to specific requirements of grant outline, including accomplishing timelines and outcomes within specified time frame.
3. Coaches, mentors and motivates program faculty and staff members to take positive action and accountability to meet established Health Professions Academy Lead of the NVCCCCC program goals, objectives and timelines.
4. Establishes open lines of communication with local partners and other stakeholders. Works with Capital Idea to provide student case management.
5. Teaches 15 LEH per year, including some of the courses being redesigned. Maintains regular office hours to assist students.
6. Develops and implements student recruitment strategies. Works with Workforce Solutions and Capital Idea to recruit students.
7. Collects student data. Prepares and maintains reports and appropriate documentation as required by outside funding sources.
8. Works with the lead college, grant managers from partner colleges and other stakeholders to provide direction and input in the development of implementation strategies, processes and programs, and ensures compliance with U.S. Department of Labor (DOL) guidelines and requirements under the approved grant.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Curriculum design techniques and elements.
- Teaching techniques.
- An understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college staff and students.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Work collaboratively with internal and external constituents.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency at an advanced level using standard office software applications and automated financial systems, including MS Word and Excel.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office and classroom environments.

Work Experience

Required

- Three years related work experience, including progressive experience developing or implementing grant funded programs, project management, and supervision.
- Teaching experience in biology or a related discipline.

Preferred

- More than three years related work experience, including progressive experience developing or implementing grant funded programs, project management, and supervision.
- Experience in the design or delivery of programs for adult learners.
- Leadership experience in managing state and federally funded programs.

Education

Required

- Master's degree in Biology, Biological Sciences, Anatomy or Physiology, Biochemistry, Bioengineering, Biomedical Science, Botany, Aquatic Biology, Integrative Biology, Marine Biology, Microbiology, Cellular and Molecular Biology, Neuroanatomy, Neuroscience, Genetics or Zoology or Master's degree with 18 graduate hours in one of these disciplines.

Preferred

- Ph.D. in related, SACS approved, discipline from a regionally accredited institution of higher education.

Other

Required

- Travel on a national basis is required.

Safety
Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.