

**TITLE:** NASNTI Project Director  
**DEPARTMENT/DIVISION:** NASNTI  
**DATE PREPARED:** April 14, 2023  
**REPORTS TO:** Vice President of Fiscal Affairs  
**CLASSIFICATION:** Professional

## **POSITION SUMMARY**

The NASNTI Project Director will be responsible for the overall project leadership, supervision, and grant management to ensure the success and completion of program objectives.

- Under general direction/supervision of the Vice President of Fiscal Affairs, works in a team environment to ensure grant objectives are met in a timely manner.
- The main responsibilities for this position are the overall program implementation, including supervision of daily program activities, budget management, grant compliance and reporting.

## **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handles confidential student information with tact and discretion; student information is defined as demographical, assessment scores, grades, classroom misconduct and other personal information that might be shared in confidence.
- Prepares job descriptions and works with SSC Human Resources personnel to recruit and hire staff in accordance with SSC's Human Resources policies.
- Supervises/evaluates NASNTI staff.
- Manages budget and maintains budget control; approves expenditures, ensures appropriate use of federal funds.
- Oversees grant objectives, meets grant goals and adheres to grant regulations.
- Facilitates and oversees implementation of effective, objective, and ongoing project evaluation.
- Maintains effective communication to ensure project congruence with SSC institutional goals.
- Oversees preparation of project fiscal and technical reports for the U.S. Department of Education and SSC.

- Remains current regarding Title III NASNTI and U.S. Department of Education policies, grant terms, and conditions; ensures project compliance throughout grant period.
- Other duties as assigned by supervisor.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Some overnight and weekend travel is required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

**A. Knowledge:** Master's degree required in Education, or related field required.

1. 3 years grants management experience and project evaluation required, Title III/NASNTI experience preferred.
2. Minimum 3 years budget management experience preferred.
3. Minimum 3 years personnel management/supervising experience preferred.
4. Background similar to project participants preferred.

**B. Skills:** Create, manipulate, and utilize spreadsheets, word processing programs, and publishing programs. Both verbal and written communication skills are essential.

**C. Abilities:** Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources, and the ability to present to small or large groups.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by April 28, 2023 are assured of receiving full consideration. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, life insurance equivalent to two times contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check.

To apply, please attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

Seminole State College  
ATTN: Human Resources  
P.O. Box 351  
Seminole, OK 74818

**or**

Email all documents to: [HR@sscok.edu](mailto:HR@sscok.edu)

SSC in an EEO employer committed to multicultural diversity.  
SSC participates in E-verify.

**Posted April 20, 2023**