



DIRECTOR OF SPONSORED PROGRAMS & TITLE III

The Director of Sponsored Programs and Title III will have the primary responsibilities of facilitating sponsored program development and serving as the manager of the University's Title III Program funded by the United States Department of Education. The Director is responsible for overseeing the development of the grantsmanship process at the University as well the development, monitoring and evaluation of all approved Title III activities. The Director will also be responsible for the submission of all reports to the U.S. Department of Education.

DUTIES AND RESPONSIBILITIES

Sponsored Programs (50%)

The Director will manage all operations related to grants and sponsored programs with an emphasis on the pre-award process. Additional responsibilities will include:

- assisting faculty and staff in finding and obtaining external funding for the research, scholarly service and instructional components of the University;
- developing relationships with grant-funding sources and investigators;
- facilitating proposal planning and development process by providing information, consultations, as well as direction and administration for Huston-Tillotson University's Office of Sponsored Programs;
- ensuring that all submissions and awards adhere to federal, state, University and agency guidelines;
- monitoring regulations and coordinating internal and external program reviews;
- documenting progress towards meeting goals and obligations to federal and state agencies and the University;
- working with the Institutional Advancement leadership team to identify and develop grant proposals;
- organizing and managing opportunities for faculty, workshops, and meetings with industry or government representatives, and internal competitive grant programs.

Title III (50%)

The Director will manage all operations related to the University's Title III program with an emphasis on overall programmatic and budgetary compliance and monitoring progress and outcomes. Additional responsibilities will include:

- acting as a liaison between the U.S. Department of Education and the University;
- facilitating and coordinating the Title III program in such a manner as to maximize the grant for the strengthening of the University, the advancement of its Mission, and the implementation of the Strategic Plan;
- interpreting federal statutes, rules, regulations, terms and conditions which affect the Title III program;
- overseeing and coordinating the preparation and transmittal of the Title III proposal to the U.S. Department of Education;

- preparing and submitting reports to the U.S. Department of Education in compliance with grant requirements and conditions throughout the funding period;
- maintaining and monitoring the accounts of all Title III Activity budgets, so as to ensure that federal funds are used in strict compliance with the grant and all federal regulations and accountability;
- maintaining Plans of Operation and progress reports for all funded Title III activities at the University;
- approving all expenditure requests and requisitions and maintain adequate authorization and audit trail records for such expenditures;
- maintaining a relationship with the Business Office to ensure that an efficient system for fiscal controls and routine reporting of funds is maintained;
- coordinating the internal and external evaluations for all funded Title III activities;
- coordinating monthly planning meetings with activity directors.

SUPERVISION

This position reports to the Vice President for Institutional Advancement.

QUALIFICATIONS

- Bachelor's degree required, graduate degree preferred;
- Ability to organize the efforts of others toward the accomplishment of specified tasks
- Managerial knowledge, effective organizational skills, planning capabilities, and good interpersonal skills;
- Ability to interpret the federal statutes, rules, and regulations;
- Effective analytical and communication skills;
- Ability to work collegially with faculty and staff
- Commitment to the mission and vision of the University; to the executive leadership of the President; and to the effective administration of the policies and procedures of the University.

HUMAN RESOURCES

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