

SECTION: Administrative Position Description

NUMBER: C/1.9

SUBJECT: Dean of Institutional Effectiveness, Grants and Special Projects - Administrative Staff

SOURCE REFERENCE: GSCC Internal Information

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## **Dean of Institutional Effectiveness, Grants and Special Projects - Administrative Staff**

### **Director of Student Support Services, Gadsden**

The Student Support Services Director is responsible for the overall operation of the Student Support Services project as described in the approved grant.

### **Assistant Director of Student Support Services, Ayers Campus**

The Student Services Director is responsible for the overall operation of the Student Services project on the Ayers Campus as described in the approved grant.

### **Director of Talent Search, Ayers Campus**

The Director of Talent Search Program (Ayers Campus) will manage the ETS Project in accordance with federal, state and College regulations.

### **Director of Talent Search, Gadsden**

The Director of Talent Search will oversee the entire operation of the Gadsden-Etowah Talent Search project and ensure achievement of project objectives in compliance with pertinent regulations

### **Director of Upward Bound, Ayers Campus**

The Director of Upward Bound (Ayers Campus) will supervise development and implementation of Upward Bound Program.

### **Project Director for the Upward Bound Program, Gadsden**

The Project Director for the Upward Bound Program will supervise development and implementation of the Upward Bound program.

### **Director of Veterans Upward Bound**

The Director of Veterans Upward Bound will supervise and guide Veterans Upward Bound staff in the development and implementation of effective academic programs which are consistent with the scope of the VUB program.

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### **Director of Title III**

The Director of Title III provides administration of the Title III/HBCU program including authority over the activity directors in all procedures and duties related to the program and integration into Valley Street Campus's existing organizational structure to ensure successful implementation and to maximize the impact of the activities on the institution's goal of providing opportunities for equality in education.

### **Dean of Outreach Initiatives**

The Dean of Outreach Initiatives ensures the establishment and operation of strategic community initiatives reach underserved areas and works in partnership with the campus directors and college administration to research, recommend and implement projects that assist in fulfilling the College's vision of empowering success.

### **Grants Budget Manager**

The Grants Budget manager assists with budget matters and program functions, assists grant program directors with budget matters and essential program objectives, verifies compliance with federal and state guidelines, works closely with financial services to ensure compliance to accounting procedures, and stays informed of new regulations and guidelines.