

**GADSDEN STATE COMMUNITY COLLEGE**  
**JOB DESCRIPTION**

**Position Title:** Project Director - Talent Search Gadsden Campus

**Supervisor's Title:** Dean of Institutional Effectiveness, Grants, & Special Projects

**JOB SUMMARY:** The Educational Talent Search Director oversees the entire operation of the project to ensure the achievement of project objectives in compliance with federal grant and College regulations and policies

**ESSENTIAL FUNCTIONS:**

- Supervises all project staff and complement their efforts to achieve project objectives
- Supervises college campus visits and field trips
- Responsible for the overall operation of the project
- Approves project participants based on federal regulation eligibility
- Develops and manages project budget in accordance with federal, state, and college policies
- Maintains and secures eligibility documentation and participant records in compliance with program regulations
- Oversees collection and securing of evaluation data, including progress reports, performance reports, etc.
- Prepares monthly departmental report of activities and progress on objectives for submission to the Dean
- Responsible for meeting all project goals and objectives in accordance with federal regulations
- Provides cultural and educational activities for participants in accordance with the grant and in accordance with federal regulations
- Excellent verbal and written communication skills
- Organizational skills and ability to work under pressure to meet deadlines
- Supervises the development of all publications which are distributed for recruitment purposes
- Coordinates the project in cooperation with the Dean and College President
- Performs other project-related duties as assigned by the Dean

Comply with all policies of the Alabama Community College System and the College.

*The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:**

- Master's degree in sociology, psychology, education, counseling or related field
- 2 years significant experience in student services
- one year experience in administration or management
- familiarity with federal programs
- sensitivity to the needs of youth, minorities, the disabled, and others the project may serve

**REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:**

- N/A

**OTHER QUALIFICATIONS AND JOB REQUIREMENTS:**

- Familiarity with federal programs
- Sensitivity to the needs of youth, minorities, the disabled, and others the project may serve
- Serve on college committees as assigned

Reviewed by:

Employee's Signature \_\_\_\_\_ Date

Supervisor's Signature \_\_\_\_\_ Date