

GADSDEN STATE COMMUNITY COLLEGE
JOB DESCRIPTION

Position Title: Project Director – Veterans Upward Bound

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

JOB SUMMARY: The VUB Director serves as the administrator of the Veterans Upward Bound program; supervises and guides staff in the development and implementation of effective academic programs which are consistent with the scope of the VUB program; provides counseling and advisement to eligible veterans, who are low income, potential first generation college students, and assists these veterans in the development and/or enhancement of their academic skills which will result in success in postsecondary education.

ESSENTIAL FUNCTIONS:

- Supervise the VUB staff, including full and part time employees
- Develop and manage the program budget in accordance with the grant and with state and federal regulations
- Supervise the development and implementation of VUB to insure that the goals and objectives of the grant are satisfied in accordance with U.S Department of Education regulations
- Recruit and hire full-time and part-time staff as needed to support VUB goals and objectives
- Manage the distribution of program information and materials in the communities served by the program
- Supervise and facilitate the recruitment of eligible program participants from the target area, including the counties of Blount, Calhoun, Cherokee, Cleburne, DeKalb, Etowah, Jefferson, Marshall, St. Clair, and Talladega
- Manage the development of Individual Educational Plan (IEP) for each VUB participant based on assessments, participant need, and other relevant information
- Excellent verbal and written communication skills
- Organizational skills and ability to work under pressure to meet deadlines
- Supervise the development of all publications which are distributed for recruitment purposes
- Provide counseling to VUB program participants on personal/social issues and academic development and performance; make referrals for participants as necessary to other programs and/or agencies and organizations
- Conduct seminars and workshops focused on the needs of the adult learner/veteran
- Provide cultural and educational activities for participants in accordance with the grant and in accordance with federal regulations
- Serve as program liaison to agencies and organizations regarding needs of program participants/veterans
- Supervise and maintain the security of accurate program records including, but not limited to, participant eligibility, contact meetings, contact statistical reports, participant evaluations, assessment, purchase orders and relevant documentation, budgeting, equipment inventory, and stipend payments

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 guidance and counseling, higher education administration, secondary education, or related field
- Two years of experience in administration, counseling, teaching or a similar program
- Experience in writing and managing federal grants or experience in a similar federal program
- Previous experience working with economically and educationally disadvantaged adults in an academic setting

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- N/A

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Familiarity with federal programs
- Experience working with academically and economically disadvantaged individuals or veterans
- Supervisory skills; ability to work with administration, staff, faculty, and students
- Serve on college committees as assigned

Reviewed by:

Employee's Signature _____ Date

Supervisor's Signature _____ Date