



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Valley Street Campus

Created on: 1/27/2025  
Revised on: 12/22/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Title III Director</b>	<b>C3</b>	<b>06</b>	<b>AD9882</b>
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Dean of Institutional Effectiveness</b>	Exempt	Yes	No

**JOB SUMMARY:** The Director administers the Title III/HBCU programs, including supervision over the activity directors in all procedures and duties related to the program. The Director is also responsible for integrating the grant into Valley Street’s existing organizational structure to ensure successful implementation and to maximize the impact of the activities and the institution’s goal of providing opportunities for equality in education. The Title III Director reports directly to the Dean of Institutional Effectiveness, Grants and Special Projects.

**QUALIFICATIONS:**

- ◆ Master’s degree in education from an approved U.S. Department of Education accredited institution or related field **required**
- ◆ Two years’ experience in program administration **required**
- ◆ Experience in working with Federal programs *preferred*
- ◆ Supervisory experience *preferred*

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Excellent verbal and written communication skills
- ◆ Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve
- ◆ Organizational skills and the ability to meet deadlines under pressure

**DUTIES:**

- ◆ Supervises the Title III staff, including full and part-time employees
- ◆ Develops and manages the program budget in accordance with the grant, federal, state and college regulations
- ◆ Maintains compliance with Federal regulations, policies, and procedures governing the administration of this program
- ◆ Formulates recommendations regarding institutionalization of each Title III program activity
- ◆ Establishes data collection methodologies that will accurately reflect the achievement of the goals and objectives of the activities
- ◆ Collects objective data as to the fulfillment of activity objectives and communicate assessments to the College’s key decision-makers

- ◆ Conducts both formative and summative evaluations
- ◆ Serves as the chief liaison with the Department of Education Title III Program Office regarding all program activities
- ◆ Ensures that program data and records are maintained securely
- ◆ Facilitates faculty in researching available technologies and successful applications
- ◆ Supervises the maintenance of an inventory and maintenance log of peripheral equipment, and, if necessary, arranges with outside vendors for the successful and timely repair of equipment
- ◆ Develops effective rapport with students, college employees, and the public
- ◆ Oversees dissemination of program information to the public and college employees
- ◆ Performs relevant duties as specified
- ◆ Serves on college committees as assigned
- ◆ Complies with all policies of the Alabama Community College System and the College

*Note: The intent of this 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.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ **Mobility:** The role primarily involves sedentary work, including prolonged periods of sitting at a desk and working on a computer. Occasional standing, walking, bending, and reaching may be required during meetings, presentations, or when handling program materials
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers, necessitating fine motor skills
- ◆ **Lifting:** Ability to lift and carry materials, such as files, documents, and equipment, weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interacting with staff, faculty, students, and external stakeholders

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◆ **Work Environment:**

- ◆ **Setting:** The position is based in a typical office environment within an educational institution.
- ◆ **Travel:** Occasional travel may be required to attend conferences, workshops, or meetings related to Title III/HBCU programs
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate deadlines, program needs, or unforeseen challenges
- ◆ **Interaction:** Regular collaboration with various departments, faculty, staff, and external partners to ensure effective program implementation and compliance

**Reviewed by:**

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**Employee Signature**

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**Date**