



Job Description
DPH Workforce Development Grant Project Director

Salary Level:
CCP 18 (Subject to Willis)

Date Approved/Revised:
10/30/24

Position Purpose:

The Project Director is responsible for the oversight and accountability of a Workforce Development Grant, funded by the CT Department of Public Health, to establish a new Associate of Science in Public Health degree and new Certificate programs in Environmental Public Health and Community Public Health at CT State Community College. This overarching administrative position will collaborate with the CSUs, state agencies, employers and industry professional organizations.

Supervisory and Other Relationships:

The Project Director will report to the Dean, School of Nursing & Health Careers, CT State Community College, Central Office.

Major Accountabilities:

- A. Grant Coordination and Implementation
- B. Strategic Partnerships
- C. Program Promotion and Outreach

Examples of Duties:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Grant Coordination and Implementation:

- Responsible for oversight and management of a major grant to ensure compliance with deliverables and timelines set forth in the grant.
- Establishes and oversees grant-related processes, procedures and implementation plans with all grant stakeholders to ensure coordination of effort and successful implementation.
- Maintains and monitors the overall grant budget, including Memoranda of Understanding, individual sub-recipient and/or contractor budgets, to ensure timely and efficient expenditure of grant funds.
- Responsible for creation and maintenance of fiscal and program data files for the project
- Coordinates and manages day-to-day tasks to meet contracted deliverables for the successful implementation and completion of the project.
- Monitors expenditures, contracted project goals and reporting of partners and ensures compliance with scope of grant. Ensures that the grant metrics are being met and, if necessary, works with grant partners to develop action plans to meet grant deliverables.
- Develops and maintains sound collegial relationships with industry and partners to fulfill grant requirements.
- Suggests changes to the project, as necessary, to improve project performance.
- Establishes a schedule for and conducts meetings of project partners to facilitate coordination and to ensure satisfactory grant progress.
- Establishes systems, in collaboration with the Office of Sponsored Programs, to ensure the spend down of grant funds in compliance with federal, state, and BOR requirements and policy.

B. Strategic Partnerships:

- Establishes processes for regular written updates to the Dean and key stakeholders.
- The Project Director will represent the grant and CSCU with state agencies, such as the CT Department of Public Health.
- To ensure sustainability, the Project Director will work closely with the Dean, CT State leadership, School of Health Career faculty, and the CSCU to ensure that grant activities and programs are developed in a way that maximizes their ability to be replicated in alignment with CT State strategic plans and guidelines, if applicable.

C. Program Promotion and Outreach:

- Coordinates development and dissemination of grant-related materials, project information, products, and services.
- Works with college staff and others to market the grant and grant-related programs and activities.
- Uses social media, as appropriate, to effectively market the grant and its programs

Professional Participation and Development:

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

Qualifications:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Demonstrated experience in higher education management, preferably to include community colleges, and/or significant experience in managing large-scale projects involving partnerships with higher education institutions.
- Demonstrated administrative and/or management experience in workforce development.
- Demonstrated experience in grants management, preferably with state and/or federal agencies and involving multiple, diverse partners.
- Knowledge of state, federal and local funding guidelines, and/or experience with programs similar to those in the grant, preferred.
- Budgeting and fiscal experience.
- Progressively increased responsible project management experience.
- Demonstrated experience in effective management of multiple, competing priorities.
- Ability to meet deadlines.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with 1-4 years of related experience and up to 2 years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Work Environment:

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.