

PANOLA COLLEGE JOB DESCRIPTION

JOB TITLE:	Title III Project Director	FLSA status:	Exempt
DEPARTMENT:	Student Services	REPORTS TO:	VP of Student Services
CONTRACT TERM:	Full-time, grant-funded position ending September 30, 2031		

Position summary: Panola College seeks an experienced higher education leader to serve as the Title III Project Director. The Project Director assists the Career and Transfer Coordinator with their day-to-day needs as well as provides overall leadership, fiscal stewardship, compliance oversight, staff supervision, evaluation, and reporting for the college's student-success and technology-focused Title III project.

Position responsibilities:

- Provide overall leadership and direction for the Title III project and ensure coordinated implementation of all activities.
- Work with the Career and Transfer Coordinator to develop, launch, and manage the Career and Transfer Center, including its services, operating procedures, resource collection, outreach, scheduling, and assessment.
- Support the Career and Transfer Coordinator on a day-to-day basis to meet activity goals.
- Supervise, support, and evaluate Title III project personnel in accordance with Panola College policies and applicable grant requirements.
- Develop, monitor, communicate, and enforce appropriate policies, procedures, internal controls, and project-management practices for grant implementation.
- Remain thoroughly informed about Title III legislation, regulations, policies, grant terms and conditions, approved objectives, and U.S. Department of Education guidance.
- Authorize project expenditures, manage the approved budget, monitor spending and commitments, verify allowability and alignment with grant objectives, and coordinate fiscal matters with the Office of Fiscal Affairs.
- Collaborate effectively with Title III staff, administrators, faculty, committees, and institutional offices to achieve project objectives and integrate grant activities with college priorities.
- Communicate an accurate and informed understanding of Title III goals, objectives, activities, requirements, and progress to all Panola College constituencies.
- Maintain ongoing communication with the federal Title III Program Officer regarding project progress, compliance, questions, and proposed revisions, and document substantive communications and approvals.
- Oversee the accurate and timely preparation and submission of required fiscal, performance, and annual reports.
- Develop and maintain a comprehensive Title III Project Manual that includes policies and procedures, staff job descriptions, time-and-effort templates, the project organizational chart, required forms, reporting schedules and formats, evaluation requirements, responsible personnel, committee assignments, and meeting schedules.
- Provide direct supervision and oversight of the Resource Coordinator, ensuring effective management of the Student Success Hub, Panola Pantry, Success Coach support, student resource referrals, community partnerships, case-management activities, grant documentation, and compliance with college and federal requirements.
- Perform all other duties as assigned.

Minimum Position Requirements

- Master's degree in human services, counseling, or a related field required.
- Minimum five years of experience in supervision, budget monitoring, project management, and accountability for project outcomes in a higher education environment.
- Direct experience managing a large state or federal grant preferred.
- Demonstrated experience leading cross-functional teams, supervising and evaluating staff, managing complex timelines and budgets, and producing required reports.
- Strong interpersonal and communication skills and demonstrated ability to work effectively as part of a team.

Knowledge, Skills, and Abilities Required

- Knowledge of federal grant administration, higher education operations, project management, internal controls, and regulatory compliance.
- Knowledge of student-success initiatives, technology implementation, organizational change, and strategies for institutionalizing effective grant-funded practices.
- Ability to lead, supervise, develop, and evaluate staff while promoting collaboration, accountability, and timely completion of project responsibilities.
- Ability to manage budgets, authorize expenditures, monitor fiscal performance, assess risk, and maintain complete supporting documentation.
- Excellent oral and written communication skills, including the ability to prepare professional reports, presentations, policies, procedures, manuals, and stakeholder communications.
- Proficiency with word-processing, spreadsheet, presentation, collaboration, and project-management tools.

Physical Demands and Work Environments:

- Work is normally performed in a typical interior/office environment.
- No or very limited physical effort is required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.

Additional Information

This is a grant-funded position ending September 30, 2031. Continued employment is contingent upon the availability of grant funding.