

Director of Title III and Sponsored Programs

Allen University seeks a qualified individual to oversee its Title III program and Sponsored Programs. Responsibilities include acting as a liaison between the U.S. Department of Education and the University; interpreting federal statutes, rules, and regulations; maintaining and monitoring the accounts of Title III activity budgets, and preparing and submitting reports to the U.S. Department of Education in compliance with grant requirements and funding. Additionally, the director is responsible for overseeing the development of a grants process as well the development, monitoring and evaluation of all external grants.

Duties and Responsibilities Title III

The Director will manage all operations related to the University's Title III program, which include programmatic and budgetary compliance and monitoring progress and outcomes.

Additional duties will include:

- Overseeing and coordinating the preparation and transmittal of the Title III proposal to the U.S. Department of Education
- Maintain a relationship with the VP of Fiscal Affairs to ensure that an efficient system of fiscal controls and routine reporting funds is maintained;
- Maintaining Plans of Operation and progress reports for all funded Title III activities at the University;
- Preparing and submitting reports to the Department of Education in compliance with grant requirements and conditions throughout the funding period;
- Acting as a liaison between the Department of Education and the University;
- Coordinating the internal and external evaluations for all funded Title III activities;
- Coordinating monthly meetings with activity directors;
- Maintaining and monitoring the accounts of all Title III activity budgets to ensure that federal funds are used in strict compliance with the grant and all federal regulations and accountability, to include Time & Effort reporting;
- Approve all expenditure request and requisitions and maintain adequate authorization and audit trail records for such expenditures;
- Interpreting federal statutes, rules, terms, regulations, and conditions which affect the Title III program.
- Work closely with the Division of Fiscal Affairs to reconcile and track expenditures charged to Title III grant

Sponsored Programs

The Director will manage all external grants and sponsored programs with regards to monitoring and reporting.

- Assist faculty and staff in identifying and securing external funding for programs, research, or other institutional related operations.
- Performs professional duties to provide technical and professional services in the management of all federal and state grants.
- Monitoring regulations and coordinating internal and external program reviews;
- Work with faculty and staff to develop grant proposals;
- Ensure that all grant submissions and awards adhere to University, federal, state, and organization guidelines;
- Develop relationships with grant-funding sources and investigators;
- Provide faculty/staff workshops, meetings, or in-service ~~with~~ for grant writing;
- Knowledge of grant monitoring procedures and financial management principles and principles and procedures.

Minimum Qualifications:

- Bachelor's degree and five (5) years of experience in Education, Business, Public Administration, or a related field; **Master's preferred**;
- Ability to work effectively within educational environment, and relate well to students, faculty, staff, and the public;
- Effective analytical and communication skills;
- Excellent verbal and written communication skills;
- Computer proficiency;
- Ability to manage several multifaceted projects simultaneously and independently while meeting aggressive deadlines;
- Ability to work a flexible schedule;
- Ability to work collegially with faculty and staff.

Send resume' to:

Dub Taylor, D.B.A (Candidate)
Vice President for Institutional Advancement
Allen University
1530 Harden Street
Columbia, South Carolina 29204

DTaylor@allenuniversity.edu