



Title III Program Manager

The Title III Program Manager reports directly to the Associate Vice President for College Relations and Director of Title III. This individual works closely with the AVP/Director and Coordinator and provides overall managerial and program support for the College's Annual Title III HBCU Grants, Part B & F. The Program Manager will provide assistance with the development of the five year Comprehensive Development Plans (CDP) for Title III HBCU B & F programs and will collect data and prepare for the Director's review and finalization of all reports to include Phase I, Phase II and Annual Performance for each program and assist the eleven Activity Directors with the preparation and submission of their Activity Progress Reports. Develop the Title III website and serve as liaison to the Web Manager/Public Relations.

Essential Duties and Responsibilities:

- Develop plan to monitor the eleven activities for the Title III Program, Parts B & F.
- Serve as Team Lead for assisting the ten Activity Directors with preparation and submission of their bi-annual progress reports.
- Collect data and prepare drafts of interim and end-of-year performance reports for review and finalization by the AVP/Director of Title III.
- Maintain up to date records of proposals submitted and requests received from the U. S. Department of Education.
- Develop the Title III website and serve as liaison to the Web Manager/Public Relations.
- Assist, when necessary the Program Coordinator with the overall coordination and monitoring of the Title III Program, Parts B & F activity budgets to facilitate maximum utilization of program resources.
- Establish an effective monitoring system and maintain effective lines of communication with the Associate Vice President for College Relations and Director of Title III and Activity Directors to ensure that the program operations are consistent with strategic goals for overall college development.
- Maintain an up-to-date and comprehensive database listing of all fixed assets that are purchased with Title III funds. Assist with conducting semi-annual visits to the Title III activity areas to physically view the status and location of equipment purchased with Title III funds, ensuring that all equipment visibly displays the "Purchased through Title III Funds" sticker and proper documentation is on file denoting the status and location of said equipment.
- Monitor the programmatic and fiscal activities of the grant to include: electronic transmission of reports; collection and validation of data to compile reports, and knowledge and operational skills to implement the Grant Administration Payment System (GAPS).
- In the absence of the Program Coordinator, review and submit timely (a minimum of three working days) all financial requests from activity directors to the Associate Vice President for College Relations and Director of Title III for approval and submission to the Division of Finance and Business for the necessary resources to achieve program/activity objectives during the grant period and to insure compliance with governmental and college regulations.

- Plan, develop and implement the monitoring activity schedule to include meetings with activity directors, distributing information, scheduling internal and external evaluations and approving minor budget revisions.
- Update and review with Coordinator and AVP/Director template for preparation and submission of activity quarterly or bi-annual progress reports.

Our ideal candidate profile will include:

Bachelors Degree and five years of related work experience or equivalent combination of education and experience are required. Nights and weekend work required.

This position requires strong customer service focus, excellent verbal and written communication skills, time management and organization skills. Professional demeanor with the ability to interface with internal and external customers with diplomacy and tact is essential. Must maintain confidentiality with all information received and shared. Independent judgment is necessary to plan, prioritize and organize a diversified workload with attention to detail. Work requires fact-finding and compilation skills plus ability to perform a variety of tasks simultaneously, at times with little supervision.

Excellent oral communication skills are required when providing information and responding to questions from faculty and staff, government officials and the general public in one-on-one or group situations. Incumbent must be able to assist with writing business correspondence and procedure manuals plus compose memos, letters, and emails. Also, must be able to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, policy and procedural manuals and federal regulations. Good proofreading skills are essential.

This work requires the ability to perform advanced level computer skills using the Microsoft Office Suite (Word, Excel, and PowerPoint). In addition to producing correspondence, duties may involve assignments that require creating mail merges, fliers, forms, and spreadsheets using formulas, plus the use of Lotus Notes, Banner Financial Module and Internet navigation and requires the ability to type 55 wpm.

NO PHONE CALLS PLEASE

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