

Title III Project Director (F/T) (Shared)

Title III Project Director (F/T)—Relates to Strategies 1-3 and Project Management	
Qualifications and Experience	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Master’s degree in field related to administration, communication, or education; • At least five years of experience of program/project management; • Experience supervising staff; • Demonstrated experience in grant or data reporting processes; • Experience in fiscal oversight, budget preparation and management; • Maintain knowledge of federal grant requirements; • Project management skills sufficient to manage multiple projects simultaneously, oversee the cost, time and scope of projects, manage project constraints, and communicate progress and end results; • Computer software skills, including knowledge of word processing, spreadsheet, database, graphics, charting, and other business software applications sufficient to collect, query and analyze data and prepare charts, reports and presentations; • Ability to develop and maintain strong partnerships with internal and external stakeholders; • Must be able to prioritize projects, identify issues, think creatively and work collaboratively across a broad range of diverse team members to implement activities; • Strong written and oral communication skills; • Ability to work independently and in a team environment. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Two years of experience in grant management; • Understanding of U.S. Dept. of Education funding rules and regulations, specifically those that apply to Title III grant funding; • Knowledge of nontraditional adult learning programming including prior learning assessment; and • Knowledge of higher education sector specifically Minnesota State Colleges & Universities (MnSCU) policies and procedures.
Responsibilities	<ul style="list-style-type: none"> • Leadership and oversight of all grant activities • Monitor and assist with all implementation strategies • Monitor project budget and ensure appropriate use of funds • Prepare project reports for submission to the U.S. Dept. of Education and other internal/external stakeholders • Ensure compliance with applicable policies, grant terms, and conditions • Develop Title III policies and procedures manual • Conduct outreach to faculty/staff and between campuses • Meet regularly with administrators and faculty related to the project • Prepare and submit reports in a timely manner • Represent the Title III project to the community

	<ul style="list-style-type: none">• Ensure that internal and external evaluation activities are performed on a regular basis and carried out according to the evaluation plan• Communicate regular updates to campus communities• Research and coordinate professional development and training for faculty and staff, in collaboration with other directors• Work with external evaluator on all reports to submit to DOE• Supervise project coordinators• Approve all grant expenditures;• Serve as liaison to external evaluator and DOE• Plan for and assist with institutionalization of projects for sustainability;• Prepare and execute annual plan• Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.
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Project Coordinator (F/T) – 2 positions (1 DCTC, 1 IHCC)

Project Assistant (F/T)—Relates to Strategies 1-3 and Project Management	
Qualifications and Experience	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s degree; • Ability to work collaboratively with a variety of staff, faculty, and administrators; • Demonstrated experience with implementing projects; • Ability to represent Title III grant to internal and external audiences; • Ability to manage and prioritize multiple projects; • Experience developing and maintaining partnerships; • Event planning experience; • Budget management experience; • Effective oral and written communication skills; • Ability to work independently & in team setting with ability to anticipate and solve problems; • Proficient use of technology to accomplish goals • Ability to use software applications, such as Microsoft Office Suite <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience working in higher education or nonprofit setting managing grants or similar programs • Knowledge of various software such as or similar to D2L, Sharepoint, Adobe Creative suite, Qualtrics, and ISRS • Knowledge of MnSCU policies and procedures
Responsibilities	<ul style="list-style-type: none"> • Implementation of grant activities • Coordinate all plans for Title III-related professional development for faculty and staff • Coordinate aspects of PLA and provide support to students and faculty throughout the PLA process • Partner with various departments to develop and implement programming, helping to move initiatives forward to serve adult learners more effectively. Strategies will include: <ul style="list-style-type: none"> ○ Increasing faculty engagement in Early Alert system ○ Implementing online advising and orientation sessions ○ Implementing a graduation planning tool ○ Integrating use of College Student Inventory (CSI) into First Year Experience and other classroom settings ○ Developing and offering training to faculty and staff on PLA and D2L ○ Expanding the Center for Experiential Learning (CEL) ○ Aligning transcription policies ○ Developing an internship infrastructure • Partnership building • Communicate via email and various social media platforms updates on grant activities

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| | <ul style="list-style-type: none">• Work with marketing to promote adult learner success• Attend all task force meetings, provide updates and relay pertinent information to appropriate stakeholders• Attend meetings with community partners to develop pathways for adult learners• Grant tracking and reporting• Develop appropriate procedures to track and record all grant-related activity• Record and track faculty who have completed specific professional development workshops such as PLA facilitation, Quality Matters (QM) course completions• Track and record grant activities, develop reports for steering committee, external evaluator and DOE• Maintain Title III website and any other communication tools, including social media• Maintain accurate records for grant reporting purposes (i.e. budget monitoring, engagement tracking, etc.)• Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner. |
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CEL Graduate Assistant (P/T) (Shared)

Project Assistant (F/T)—Relates to Strategies 1-3 and Project Management	
Qualifications and Experience	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Pursuing a graduate degree in Human Resources, Leadership in Student Affairs or related degree • Strong organizational and communication skills (written, oral and electronic) • Experience with event planning and assessment • Computer skills in Microsoft Word, Excel and PowerPoint • Competency with a range of office software products and data collection tools • High initiative, strong interpersonal skills, and the ability to function independently • Relevant experiences offering high quality face-to-face individual interactions with adult learners <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Familiarity with internship processes • Knowledge of ELearning development and instructional design • Experience working with diverse individuals • Career development and job search preparation experience • Experience facilitating workshops, career fairs and trainings • Familiarity with developing training tools, particularly online tools • Experience working with veterans and/or post-traditional learners • Experience developing community and business partnerships
Responsibilities	<p>The graduate assistant will perform the following duties with keen attention to the veteran and adult (age 25+) student populations:</p> <ul style="list-style-type: none"> • Assist in the process of providing internship services and programming to Inver Hills Community College and Dakota County Technical College students and faculty. • Assist with development and coordination of academic internship process and other forms of experiential learning for liberal arts and career programs (for students and faculty). • Develop materials for faculty, students and industry partners to participate in internship process and other forms of experiential learning. • Assist the Center for Experiential Learning (CEL) staff with collecting and maintaining paperwork and supervisor evaluations. • Prepare and provide internship preparation workshops and orientation to students and faculty about internship process and requirements to apply. • Build student and faculty applicant sources by researching and contacting nonprofit, for profit and government sector employers. • Coordinate fairs and employer visits. • Develop internship metrics and evaluation methods. Compile, analyze and present data to evaluate internship and programming. • Perform other duties as assigned.