



SHORTER COLLEGE JOB DESCRIPTION

Company: Shorter College

Job Title: Program Director Workforce Reimagine Grant

Department: Workforce Reimagine Grant

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with education and experience

Work Schedule: 40 hours a week

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Program Director is responsible for ensuring that the Workforce Reimagine Grant is effective and compliant with the terms of the grant. Manages daily operations that supports the grant's primary objectives. Strategically implements a program schedule and timeline to ensure that deliverables and deadlines are met. Supervise and advise grant staff to ensure that their performance meets expectations. Collaborate with Workforce leadership to foster effective communication. Additional responsibilities include:

- Teaches courses in the Workforce Reimagine Grant including assessing and providing summative reports of participants' performance
- Advises students on courses and pathways of available offerings
- Recruit, evaluate, and make recommendations on the selection of candidates for admission into the grant
- Counsel and advise prospective students regarding application process, offerings/ programs and other inquiries, lead information and recruitment sessions
- Prepare and analyze reports to improve outreach and recruitment efforts
- Represent Shorter College as the spokesperson at high level admissions events and/or functions
- Develops new contacts with external organizations for the purpose of expanding employment opportunities and internships for students through the development of MOUs
- Provides career advising expertise to students regarding the job-search process and prepares students for the interviewing process with prospective employers
- Serves as the primary liaison between the college, its students, and potential employers on a local and state level
- In conjunction with the Marketing/Communications Office, promote and market the Workforce Reimagine Grant on traditional and non-traditional(digital) platforms

- Coordinating with the Dean of Academic Affairs to supervise, lead and develop all staff and instructional faculty that work under the grant
- Develop, maintain, and ensure proper grants management procedures are in place and consistently followed, including but not limited to due diligence procedures, grant reporting, and grant agreements
- Oversee the job of invoicing, accounting, reporting, and other administrative functions in close collaboration with the Chief Financial Officer
- Maintain records of all payments and receivables and prepare monthly records for all grant related activities in close collaboration with the Chief Financial Officer
- Ensure compliance with the rules and regulations administered by the grantor/grantee
- Perform Other duties as assigned

EDUCATION and/or EXPERIENCE: A minimum of a Master's degree in Management, Education, Human Services, Project Management or a related field; basic Accounting and data management skills; Strong business acumen; Proficiency using Microsoft Suite (Excel, Outlook, Access, etc.); Organized and detail-oriented; Exceptional communication skills, both oral and written; Excellent customer service skills; Project Management; Grant management.

LANGUAGE SKILLS: Must have effective communication skills with a proven ability to foster collaborative efforts community partners. Able to use technology to communicate, manage and analyze data.

REASONING ABILITY: Ability to effectively plan and organize projects and work collaborative with diverse stakeholders.

WORK ENVIRONMENT: Works in an office setting on a college campus.

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214