

AUGUST 2022
FLSA: EXEMPT
SALARY GRADE: R
CBA DESIGNATION: CLASSIFIED MANAGER

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT MANAGER, STEM GRANTS

BASIC FUNCTION:

Under the direction of the area administrator, provides leadership and administration for the successful implementation of science, technology, engineering, and mathematics (STEM) grants; works collaboratively with faculty and classified professionals and acts as a liaison between the college, other educational institutions, and the funding agency, when appropriate.

SUPERVISORY RESPONSIBILITIES: Assigned District personnel.

REPRESENTATIVE DUTIES: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides leadership and oversight for the implementation of STEM related grant activities; develops and monitors project budgets, supervises expenditures, and maintains fiscal controls.
2. Oversees hiring and compensation of grant-funded positions; supervises assigned support staff and student assistants.
3. Serves as a liaison with industry professionals and advisory groups; facilitates development of agreements with partnering institutions.
4. Organizes STEM faculty trainings, workshops, and meetings; coordinates or oversees the coordination of travel, guest visits, and field trips.
5. Oversees the acquisition process of equipment, software, and hardware.
6. Develops operating procedures and maintains grant records as required by federal regulations.
7. Designs, develops, and disseminates publications to promote the goals and objectives of the grant.
8. Makes presentations to faculty, staff, and administrators about project activities.
9. Collaborates and supports the implementation of internal and external grant evaluations.
10. Assists with the preparation and submission of required project performance reports.
11. Serves on college committees as requested.
12. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.
13. Performs other related duties, as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge Of:

1. Federal grants and regulations regarding grant expenditures and compliance, including Office of Management and Budget. (OMB) Uniform Guidance, and Education Department General

Administrative Regulations (EDGAR).

2. Budget development and reporting procedures for grant-funded programs.
3. Project management and coordination techniques and practices.

Ability To:

1. Relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds.
2. Demonstrated ability to work effectively in a participatory manner with all segments of the college community and community at large;
3. Lead, implement, and manage change.
4. Interpret and uniformly implement District policies and procedures and the college bargaining agreements.
5. Communicate effectively and persuasively, both orally and in writing.
6. Be sensitive to and have respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff as well as commitment to integrating diversity in the college's instructional program.

Education and Experience: A bachelor's degree from an accredited institution and two years of experience in sponsored programs administration, project management, or related experience within higher education; or an equivalent combination of education, training, and/or experience.

A master's degree is preferred. Experience with budget management or grant-funded project management at the federal and/or state level is highly desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

CONTACTS: Administrators, faculty, staff, students, general public, vendors, universities, K-12 institutions, other community colleges.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.