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<b>Job Title</b>	Project Director
<b>PVN ID</b>	KB-1802-002356
<b>Category</b>	Research
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	Office of the Vice President for Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$52,000.00 - \$54,420.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 12, 2018 (Or Until Filled)

## General Description

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The Liberty Partnerships Program at KCC is part of the college's Collaborative

Programs and is housed under the Academic Affairs Department. The Project Director reports directly to the Dean of Curriculum, Instruction and Assessment. The LPP Project Director will undertake a variety of administrative and program management tasks while carrying out essential operational duties and required grant reporting.

## Other Duties

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- Ability to maintain budget and track expenditures/transactions consistent with RF policies and sponsor requirements
- Establish system of records and maintain related records
- Ability to respond effectively to the requirements of the grant sponsor
- Ability to communicate effectively across diverse population, orally and in writing
- Conduct site visits
- Ability to communicate effectively with program sponsor, with all staff, with college officials, and with RF administrators
- Ability to write clearly and produce, well-organized and understandable reports
- Schedule and organize meetings, activities and events
- Create applications, reports and proposals in accordance with program goals and guidelines
- Maintain accurate records regarding student participants

## Qualifications

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Master's degree in Social Work or Mental Health Counseling two year's related experience required. Two year's in management experience. 3 letters of recommendation and official transcript will be required upon acceptance of position.