



## Savannah State University Position Description – Title III Administrator

### **POSITION DESCRIPTION**

Position Title: Title III Administrator

FLSA Status: Exempt

Reports to: University President

Department: Office of the President

Date Prepared: June 2006

### **BASIC FUNCTION**

The Administrator is responsible for the internal and external program review and for the annual submission of the continuing application to the United States Department of Education (DOE). The achievement of the goals and objectives in substantive manner is required. The Administrator submits information to document the progress of the approved activities, as outlined in the proposal, throughout the 5-year budget period; serves as liaison between the University and the DOE for the Title III award. The administrator maintains ultimate responsibilities for the project.

### **NATURE & SCOPE**

Reporting to the University President, this position should be the clear communicant with the DOE in all matters related to the grant. Contact between the institution and the DOE should be conducted by or through the Administrator's Office.

The Administrator must advise the President on a regular basis and is responsible for ensuring that the President is fully knowledgeable about the project. An important aspect of the Administrator's role is fiscal control. This position has "sign off" authority on all project disbursements. The incumbent checks each proposed expenditure for appropriateness, monitors the spending of the fund, and reconciles activity on a regular basis to determine if outlays and encumbrances are in line with the status of the project timelines.

### **PRINCIPAL ACCOUNTABILITIES**

- Responsible for the program's competence and must be a professional administrator fully knowledgeable on all programmatic, compliance, legislative, state regulations and supervisory responsibilities for the program.
- Oversees the preparation of the HBCU Comprehensive Development Plan which evolves into the 5-year Title III proposal, updated annually and submitted with continuation application.
- Administers the programmatic activity developed in the proposal and ensures the objectives and measurements are achieved, through the supervision of project activity directors.
- Performs both internal and supervision of external program evaluations to maintain project control and to identify areas of impending problems within the project.
- Trains and advises Activity Directors in grants management procedures, writes grant proposals and periodic progress reports; supervises other Title III staff.
- Performs related duties as may be required.

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***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

Four-year degree in Business Management, Accounting or related field is required; master's degree preferred. Prior experience in higher education with an established record of grant and program management, supplemented by skill in planning, program evaluation, statistical analysis and budget management. Good interpersonal and organizational skills; demonstrated proficiency in proposal and report writing.