



Savannah State University Position Description – Executive Director of ACCESS Programs

POSITION DESCRIPTION

Position Title: Executive Director of ACCESS FLSA Status: Exempt
Reports to: Vice President of Academic Affairs
Department: Talent Search
Date Prepared: June 2003

BASIC FUNCTION

This position directs and ensures implementation of goals and objectives of five educational opportunity programs: Upward Bound, Talent Search, Student Support Devices, Postsecondary Enrichment Program and Gaining Early Awareness, and Readiness for Undergraduate programs.

NATURE & SCOPE

Reporting to the Vice President for Academic Affairs, this position directs programs that are designed to ensure retention, secondary school graduation, college admission and graduation of its participants. Approximately eighteen hundred middle, high school and college students are served annually by ACCESS programs.

This position manages, coordinates, and develops cost principles for program expenditures of the five programs. Budget amounts total \$1,478,810 annually. Budget transactions are monitored daily for approval/disapproval.

This position must spend significant portion of time supervising others. The incumbent serves on a full time team, and at different times may serve as a team leader or team member, assuming the role of director or coordinator in their absence.

The incumbent has much interaction with the community and serves as a representative of Savannah State University.

PRINCIPAL ACCOUNTABILITIES

- Supervises ACCESS programs personnel.
- Manages budget.
- Serves as liaison to University, community, federal, state and local governments.
- Prepares, submits and negotiates program proposals.
- Plans, organizes and monitors, time and effort, staff development and training, performance evaluations, policies and procedures.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires an advanced degree (J.D., Ph.D., Master's, etc.)

