



Savannah State University Position Description – Title III Program Monitor

POSITION DESCRIPTION

Position Title: Title III Program Monitor FLSA Status: Exempt
Reports to: Director of Title III
Department: Title III
Date Prepared: November 13, 2007

BASIC FUNCTION

The program monitor is responsible for ensuring that the Title III program activities are achieving stated objectives, managing costs controls, assisting with grant writing and submission, determining time schedules, providing technical assistance to Title III staff, planning, organizing and conducting meetings and seminars and analyzing and generating reports.

NATURE & SCOPE

The program monitor is responsible for ensuring that the Title III program activities are achieving stated objectives, managing costs controls, assisting with grant writing and submission, determining time schedules, providing technical assistance to Title III staff, planning, organizing and conducting meetings and seminars and analyzing and generating reports

PRINCIPAL ACCOUNTABILITIES

Responsible for office budget preparation, managing costs controls, insuring adherence to federal and University procurement rules and regulations governing grant expenditures, monitoring individual Title III activities, recommending courses of action, following up on bid invitations, reviewing bids and monitoring the purchase of equipment, materials and supplies. Collects and compiles data for reports and proposal submission.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a bachelor's degree in accounting, business administration, or related field with 2-3 years experience working with grants. Must be proficient in Microsoft applications including Word, Excel, Access and Explorer. Exceptional organizational, interpersonal, verbal and written communications skills, strong attention to detail, ability to multi-task, prioritize and exercise good judgment.