



**Central Office
Job Description
Perkins Project Director**

Salary Level:
CCP 18 (Subject to Willis)

Date Approved/Revised:
8/27/24

POSITION PURPOSE:

The Perkins Project Director is responsible for the oversight and accountability of the Carl D. Perkins Grant for the College. This overarching administrative position will supervise and coordinate the Perkins Campus Facilitators based on each of the college's twelve campuses to ensure equitable programming statewide. The Project Director will provide programmatic assistance, budgetary oversight, and technical support to key stakeholders working towards accomplishing the Perkins grants funding objectives in compliance with the Connecticut State Department of Education (CSDE).

Additionally, in coordination with the campus college and career program (CCP) liaisons, College Director of Concurrent Enrollment, and College Director of Dual Enrollment, the Perkins Project Director oversees all administrative and academic support services needed to support the effective management of CT State's college and career pathway programs.

SUPERVISORY AND OTHER RELATIONSHIPS:

The Perkins Project Director will report to the Dean, School of Business and Hospitality, CT State Community College Central Office.

MAJOR ACCOUNTABILITES:

The Perkins Project Director is accountable for these duties through effective performance in these essential functional areas:

- A. Program Coordination and Implementation
- B. Curriculum Articulation/Review
- C. Program and Finance Administration

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- A. *Program Coordination and Implementation*-Annually prepares and oversees grant activities for the Perkins program as well as CCP on all 12 campus locations. This accountability includes such essential tasks as:
 - a. Coordinate work efforts with campus and school Deans, Faculty and Program administrators to prepare the college's annual Perkins Plan, including determining objectives and outcomes, identifying program needs, planning expenditures and establishing timelines for meeting outcomes.
 - b. Coordinate and convene Perkins Campus Facilitators at each of CT State's twelve campuses to ensure compliance with the grant and to track progress towards identified grant goals.
 - c. Facilitate project meetings in which all Perkins Campus Facilitators provide campus updates.
 - d. Implement and deploy Perkins resources for the one college to ensure equitable programming statewide.
 - e. Lead reporting on the Perkins grant, including assessment and data gathering.
- B. *Curriculum Articulation/Review*- Partner with the Perkins Campus Facilitators to ensure alignment of the Connecticut career cluster programs learning outcomes. This accountability includes such essential tasks as:
 - a. Continue to provide technical assistance in collaboration with Directors of Dual Enrollment and Concurrent Enrollment for campuses and school districts to work to set up Perkins & CCP alignments and grow enrollment opportunities in CTE.

- b. Work with campus and school deans to revise and expand course offerings in each of the 12 Connecticut approved career clusters.
 - c. Works in tandem with Perkins Campus Facilitators to ensure equitable programming Statewide, with a focus on special populations.
- C. Program Finance and Administration– Perkins program administration, reporting, and financial record keeping. This accountability includes such essential tasks as:
- a. Administration of the Perkins grant, including managing the budget (oversee grant expenditures), hiring personnel, preparing reports and planning documents, and ensuring compliance with federal, state, and BOR requirements and policy.
 - b. Oversee the collection of campus data for CT State Central Office Perkins annual grant submission.
 - c. Lead the CT State Central Office Perkins annual grant submission, with the support of the Office of Sponsored Programs.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies.
- Service on assigned committees and task forces.
- Attendance and participation at committee, staff, informational and professional meetings.
- Attend external ceremonies related to Perkins related activities and partnerships.

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Higher education administration
- Carl D. Perkins grant administration
- Project administration within a system or multicampus environment
- Budget and fiscal management
- Experience with eGMS preferred

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with 1-4 years of related experience together with up to two years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.