



## JOB DESCRIPTION

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POSITION TITLE:           **ASSISTANT TO THE PRESIDENT AND  
DIRECTOR OF TITLE III**

DEPARTMENT:            President's Office

FLSA:                     Exempt

REPORT TO:             President

POSITION SUMMARY:    To represent the President as appropriate and assigned. To assist with a wide range of complex and sensitive executive and administrative duties. To provide administrative oversight for the Title III Program and other sponsored programs and development initiatives. To monitor and control approved expenditures of local, state and federal funds within Title III and other sponsored programs. To serve as liaison to the Department of Postsecondary Education, the Alabama State Board of Education and the Southern Association of Colleges and Schools. To serve as the institutional compliance officer and to serve as advocate on issues such as federal, state and local funding, higher education policy and financing.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assists in providing leadership that fosters mutual respect and esteem among all constituents of the college.

2. Works with college leadership, faculty and staff and college constituents to resolve problems addressed to the President.
3. Coordinates presidential initiatives and special assignments.
4. Plans the President's annual administrative retreat and other special events.
5. Provides leadership and direction in the day-to-day coordination and implementation of the Title III B Program.
6. Provides leadership and direction in the day-to-day coordination of other Sponsored Programs.
7. Supervises and coordinates all aspects of applications, proposals, agency liaison, budget preparation, budget revision, evaluations, etc., associated with all Title III funded programs.
8. Works with Title III Activity Directors in assisting them in the implementation of scheduled objectives, as well as organizing and implementing the internal evaluation of Title III activities and programs.
9. Serves as the person responsible for the authorization of all Title III, Sponsored Programs and Development expenditures.
10. Implements and supervises a plan of action for the evaluation of personnel under his/her supervision.
11. Provides leadership in identifying, developing relationships with and securing special institutional funding from local/federal/state agencies and/or foundations.
12. Serves on the President's Executive Cabinet, Administrative Cabinet and Expanded Cabinet.
13. To perform other job duties as assigned.