



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

ASSISTANT PROJECT DIRECTOR

A Classified Position

[Grade 26 – Salary Schedule 60](#)

A. General Statement

The Assistant Project Director performs complex clerical work involved in planning and implementation of a specific community college instructional or student services project or program in conjunction with a project director. Under general supervision, the position participates in strategic and logistical planning, logistical coordination and analysis of project outcomes related to serving a designated college population. Public contact is extensive, and includes management staff, students and outside agencies and organizations for the purpose of exchanging policy and procedural information. A moderate to high degree of independent judgment is required to analyze and interpret a variety of compliance regulations to resolve frequent minor and occasional major problems that arise. Consequences of errors in judgment could be costly in public relations and employee time; however, supervisory controls limit the risk of serious consequences. The Assistant Project Director can lead the work of other staff, student assistants and volunteers as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with project and College management staff, other educational institutions, government, community, and business representatives regarding needs assessments, project services design, delivery and required outcomes, compliance regulations, funding resources, short- and long-range plans, public relations, and reporting requirements
2. Drives a motor vehicle to off-site locations to attend meetings, workshops, special events and other activities to provide and obtain current information relative to the project
3. Represents the project manager, as assigned, in meetings, small and large group presentations and at other events as assigned
4. Researches regulatory, demographic, statistical and financial data required for project planning and assessment of services;
5. Uses a variety of computer software to enter, format and retrieve data for a variety of reports, grant applications, presentations, and documentation
6. Composes and prepares correspondence, report and grant narratives and other materials as assigned
7. Tracks project outcomes for use in planning and reporting activities

8. Interviews project applicants and conducts needs assessments
9. Plans and provides individualized participant and follow-up services as required
10. Serves as liaison between student participants and other College and community departments
11. Confers with other College departments in order to provide coordinated services to project participants
12. Compiles personal and confidential applicant information to determine eligibility for project participation
13. Completes and audits required eligibility and acceptance forms and related documentation; sets up and maintains confidential online and manual files of student participants, project documentation, available resources, regulatory, and other project information
14. Leads the work of support and other staff, student assistants and volunteers as assigned
15. Plans and implements meetings, receptions, orientation programs, and other special events and outreach activities in conjunction with project management staff
16. Confers with businesses, organizations, community agencies and individuals as a representative of management staff in order to confirm funding availability, including donations
17. Monitors program expenditures; makes recommendations for the purchase of materials, supplies and equipment
18. Performs other related duties as assigned

C. Requirements

1. Associate degree in business administration or a closely related field
2. Successful work experience of increasing responsibility that has included extensive public contact with people at various levels within organizations who are diverse in their cultures, language groups, and abilities
3. Experience with program planning and budgeting
4. Experience with interviewing and needs assessments
5. Demonstrated skills in written and oral communication, including public speaking
6. Experience with training and leading the work of others
7. Experience with the use of a variety of computer software to compile data, format and retrieve data, maintain detailed recordkeeping, and to compose and prepare reports, correspondence and other written materials
8. Skill in event planning and implementation
9. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires direct contact with individuals and groups; public speaking; selective listening; selecting alternatives using prescribed criteria; persuasive communication; visual comparison; good memory; tact; patience; discretion; work accurately under deadline pressure with details; ability to diffuse anger; manual dexterity; driving a motor vehicle to off-site locations; discretion; sensitivity; pulling, pushing; and multi-tasking in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of State, Federal and local regulations, procedures, guidelines and required reports applicable to management and operations of the specific project
2. Knowledge of related College programs, services and other resources available to assist students in enrollment and retention services
3. Knowledge of interviewing and assessment techniques

4. Skill in respectful, tactful and sensitive interaction with people at various levels within an institution who are diverse in their cultures, language groups and abilities
5. Skill in following written instructions, formulas, and guidelines to analyze data for the purpose of drawing conclusions
6. Skill in the use of a computer database to set up and maintain detailed records
7. Skill in use of the Microsoft Office Suite, Adobe Creative Suite, and web-based content management systems to compose a variety of written materials
8. Skill in oral communication, including public speaking and giving clear and concise instructions
9. Skill in written communication
10. Skill in working accurately with financial and statistical data
11. Skill in training and leading the work of others
12. Skill in multi-tasking and workload prioritizing under deadline pressure, using independent judgment for decision-making
13. Ability to work effectively as part of a customer service team
14. Ability to use tact and discretion in handling confidential information
15. Ability to coordinate, anticipate, and resolve workload issues and problems

(3/2015)