



**POSITION TITLE:** Title V Director

**POSITION #:** 200775

**POSITION STATUS:** Full-time

**FLSA STATUS:** Exempt

**REPORTS TO:** Vice President of Student Services

**SUPERVISES:** Work study

**POSITION SUMMARY:**

Trinidad State Junior College is seeking an enthusiastic and self-motivated individual to fill the position of Title V Director. Position is located on the Trinidad campus, in Trinidad, Colorado and will serve both the Trinidad and Alamosa campuses. This position is focused on the implementation of a federal grant through the U.S. Department of Education's Hispanic Serving Institution's (HSI) Strengthening Institution program. Adelante is focused on supporting Hispanic student success. This job description reflects TSJC's best effort to describe the duties and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job.

**DUTIES AND RESPONSIBILITIES:**

- Manage and oversee all project activities and duties related to the Title V project
- Ensure that project goals and objectives are accomplished as defined in time line
- Provide overall program leadership and communicate with the campus community about the project
- Advise and update College Council on project progress and problems
- Establish and maintain effective organizational and administrative structures for administration of the project at all levels
- Monitor and control expenditures including monthly budget preparation and reconciliation and quarterly submission of drawdowns to business office
- Maintain and reconcile independent budget ledger on a monthly basis
- Supervise the collection and analysis of data to evaluate progress on achievement of project/activity goals and objectives
- Write evaluation reports in consultation with the Activity Directors and College staff
- Establish a written reporting system for all activities
- Work closely with the business office to ensure appropriate policies and procedures are exercised in regard to expenditures and recordkeeping
- Supervise grant staff as necessary to ensure that all grant expenditures meet EDGAR, USDOE, Title V, and State of Colorado regulations
- Serve as the College representative to the U.S. Department of Education on matters relating to the project and prepare reports required and requested including Annual Performance Report (APR)
- Maintain positive working relationships with the program officer and supervisor
- Remain updated with legislations and regulations of program
- Program related travel as needed

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in higher education, teaching and/or counseling
- At least 5 years successful federal grants management experience
- Knowledge of collaborative work across college divisions and departments
- Ability prioritize and execute a wide range of projects simultaneously
- Experience in working with Hispanic and underrepresented populations
- Strong communication skills – orally and in writing
- Ability to work in a self-directed manner.

## **PREFERRED QUALIFICATIONS:**

- Master's degree
- Willingness to work with all education levels.
- Experience administering grant programs
- Knowledge of Department of Education regulations and Legislation
- Knowledge of EDGAR and OMB circulars
- Experience working with Hispanic/underserved populations
- Ability to work closely with TSJC faculty, administration and four-year institutions.
- Proficient in Microsoft Office
- Proficient in typing, filing, and other general office duties
- Past experience managing project budgets
- Knowledge of the community college Banner system
- Experience with grant project start-up
- Previous Title V experience
- Knowledge of the transfer process.

**NECESSARY SPECIAL REQUIREMENTS:** The successful candidate must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire.

**SALARY:** Annual salary is \$48,000 - \$55,000 based on experience. This position is a full-time, 12-month appointment with a full benefit package including health, dental, vision, and retirement.

## **Application Instructions**

*For consideration, an applicant must submit the following by the closing date:*

- A letter addressing the professional qualifications listed in the position description;
- A current resume or a current curriculum vitae;
- Unofficial Transcripts (of highest education attained); and
- The names and telephone numbers of at least three (3) references from persons in a position to evaluate the applicant's expertise as it relates to the position requirements.

***IMPORTANT NOTE: Travel and/or relocation expenses are the responsibility of the candidate and are not reimbursed by the College.***

## **CLOSING DATE:**

Review of applications will start on Monday, March 01, 2021 and the position will remain open until filled. Only the most qualified candidates will receive further consideration.

## **SUBMIT ABOVE APPLICATION MATERIALS TO**

TSJC Search Committee: Title V Director  
ATTN: Yvette Atencio, Director of Human Resources  
600 Prospect Street, Campus Box 181  
Trinidad, CO 81082  
(719) 846-5538  
Email: [Yvette.Atencio@trinidadstate.edu](mailto:Yvette.Atencio@trinidadstate.edu)  
Fax: (719) 846-5067 (direct fax, does not require cover sheet)

## **Inquiries**

Yvette Atencio, Human Resources Director – (800) 621-8752, ext. 5538 or 719-846-5538  
Kerry Gabrielson, Vice President for Student Services - (800) 621-8752, ext. 5643 or (719) 846-5643

## **Notice of Non-Discrimination**

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. Individuals affiliated with the College shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws"), including protections against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal

Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities.

The Board recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the workforce. The Board also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5538. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

#### **Notice to All Applicants**

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

#### **About Trinidad State Junior College**

Trinidad State Junior College is designated as Hispanic Serving Institute (HSI), and is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the first public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College offers ongoing transfer Associate of Arts and Associate of Science Degrees and Associate of Applied Science (vocational) Degree programs and vocational certificate programs. For more information about Trinidad State Junior College or the College's service area, please visit us online at [www.trinidadstate.edu](http://www.trinidadstate.edu).

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at: <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report please contact 719-846-5618.

#### **TSJC Mission Statement**

Trinidad State's mission is: Enriching our diverse communities through quality educational experiences and lifelong learning.