



*HLC Accreditation Evidence*

- Job Description: EOC Director

URL:

Office of Origin:

- Human Resources

Contact(s):

- Director of Human Resources

## Barton County Community College

### Job Description

*Position Title: Educational Opportunity Center Project Director	Prepared On: 12/9/2020
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Department: Student Services	*Grade: 13
Reports to: Vice President of Student Services	*Classification: Exempt
Supervises: 4 Direct    0 Indirect	Effective Date: 12/9/2020
Approved by: JH	Revised Date: 12/9/2020

**Role:** The Project Director serves as the administrator/facilitator of the Central Kansas Educational Opportunity Center project overseeing three offices (Great Bend, Grandview Plaza, Fort Riley) four outreach EOC sites based in workforce centers (Great Bend, Hays, Hutchinson, Junction City, Manhattan). Such participation shall be directed toward the accomplishment of the mandated program goals and objectives as established in the currently funded federal proposal, meeting specified Federal and local institutional criteria. The Project Director is responsible for program development, Federal Government compliance, and event management. Note: This position is either completely or partially grant funded. Employment contingent upon continued grant funding. This position also serves as a Campus Safety Authority as required by federal law in the Clery Act.

**Major Duties and Responsibilities:**

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
25%	Responsibilities as mandated by the Department of Education: <ol style="list-style-type: none"> <li>1. Direct, implement and supervise funded program components in accordance with Federal TRIO legislation and Federal grant administration regulations in order to meet mandated objectives within the current federally funded proposal with a goal of identification and selection to serve 1000 participants with a mandated goal to serve 670 Low-Income, 19 years and older first-generation participants by August 30 of each year.</li> <li>2. Develop and administer Educational Opportunity Center Program and budget in accordance with Education Department's General Administrative Regulations (EDGAR), Federal TRIO legislation, and U.S. Office of Management and Budget regulations; ensuring compliance.</li> <li>3. Collect and maintain exacting documentation on participant eligibility, services provided, and participant outcomes.</li> <li>4. Based on documentation identified above, develop and submit mandatory reports to the U.S. Department of Education and the college.</li> <li>5. Establish and maintain an ongoing collaboration with U.S. Department of Education assigned Program Specialist regarding project administration including objectives, budget, and outcomes.</li> </ol>	(E) Essential

25%	<p>Project responsibilities:</p> <ol style="list-style-type: none"> <li>1. Hire, train, supervise and evaluate Educational Opportunity Center staff and facilitate personal and professional development of program staff.</li> <li>2. Promote CKEOC services within target area including monthly travel throughout the thirty-two county target area assessing area needs and provide support to project advisors.</li> <li>3. Direct , organize, and facilitate project Advisory Board meetings at Great Bend and Grandview Plaza sites.</li> <li>4. Develop and direct continuous program evaluation systems.</li> <li>5. Direct operations and maintenance at the main EOC office and three outreach offices in target area.</li> <li>6. Direct, organize, and assist staff operate CKEOC county/community fair exhibits.</li> <li>7. Develop and present career and educational workshops identifying program services to community organization and educational personnel within target area.</li> <li>8. Attends meetings, serves on committees, and performs other duties for the success of the project.</li> </ol>	(E) Essential
30%	<p>Responsibilities to participants:</p> <ol style="list-style-type: none"> <li>1. Select and mentor eligible program participants .</li> <li>2. Direct research for EOC program operations and staff collaborating with Educational Institutions and personnel throughout target area and across US to assist participants achieve educational goals.</li> <li>3. Direct research , development, and implementing EOC educational program curriculum and activities.</li> <li>4. Provide EOC services as mandated by the Department of Education to eligible participants.</li> </ol>	(E) Essential
15%	<p>Consulting Tasks:</p> <ol style="list-style-type: none"> <li>1. Consult with Barton CC President and Vice President of Student Services regarding compliance with TRIO Federal Regulations and mandates.</li> <li>2. Consult with Vice President of Student Services relevant to program administration and relationship to the institution.</li> <li>3. Consult with Barton CC HR Director other HR staff to ensure Federal Grant hiring components and regulations are followed.</li> <li>4. Consult with Barton TRIO Directors regarding TRIO legislation and regulations.</li> <li>5. Consult with Administrators, faculty and staff of PSEIs, GED &amp; High School Diploma program centers to meet the educational needs of participants.</li> <li>6. Consult with community personnel relevant to services available to eligible participants, and develop job shadowing/mentoring programs.</li> <li>7. Consult with area employers, schools, faith community, service agencies, and others to share information relative to the project and participants.</li> </ol>	(E) Essential
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5	Performs other duties as needed or assigned.	N

100% (Percent of time must total 100 %.)

**Expectations:**

1.	Provide quality services to maintain and increase participation in program.
2.	Maintain and develop new relationships with entities that will ensure life success for participants.
3.	To maintain a highly qualified staff, sufficient to meet program goals and requirements.
4.	Demonstrate commitment to the highest ethical standards of professional practice, as well as personal and professional integrity.
5.	To assure effective stewardship of grant.

**Knowledge and Skills:**

*Experience:	Two years to five years of similar or related experience.
	A. Knowledge of PSEI matriculation, admission, financial aid, and other relevant processes. B. Knowledge of and skill with project population and their specific needs. C. Effective communication with professional personnel and with participants from populations traditionally underrepresented. D. Business background with knowledge of grant administration/budgeting. E. Ability to understand and interpret Federal legislation and regulations pertinent to program.
	Preference given to individuals who have succeeded in overcoming barriers similar to those confronting the project's target population.
*Education:	A college degree.

*Interpersonal Skills:	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.
Other Skills:	Bachelor's degree required; Master's Degree Preferred. Organizational and management skills. Interpersonal communication skills.

**Physical Safety/Working Environment:**

*Physical Safety:	Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (1 to 10 pounds).
*Working Environment:	<input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom.  <input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.  Regular exposure to unfavorable environments such as: <ul style="list-style-type: none"> <li><input type="checkbox"/> weather</li> <li><input type="checkbox"/> body fluids</li> <li><input type="checkbox"/> toxic laboratory</li> <li><input type="checkbox"/> industrial chemicals</li> <li><input type="checkbox"/> confined locations</li> <li><input type="checkbox"/> dirty and noisy locations</li> </ul> Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

\*Information copied from the results of the Compease Salary Administration software.

**This Job Description is not a complete statement of all duties and responsibilities comprising this position.**