



# ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

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Office of Human Resources

POSITION:

**Connecticut Community Colleges  
Campus Program to Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking  
Grant Project Director  
Educational Assistant  
12 Month, Full-Time (35 hours per week)**

**Anticipated**

ANTICIPATED  
STARTING DATE:

November 2015

MINIMUM  
QUALIFICATIONS:

The Project Director will provide statewide leadership and management oversight for the three-year project.

The Project Director will report to the President, Asnuntuck Community College. The Project Director will interact closely with the Office of Sponsored Programs, grant finance officers, college consortium personnel and external partners. The Project Director will chair the statewide project advisory committee which provides high level project oversight.

The Project Director will be responsible for supporting and cultivating strategic partnerships, managing consortium activities and developing and submitting all required reports.

Incumbents are required to have substantially demonstrated knowledge and abilities in these areas: At least two years of experience in higher education facilitating multi-campus projects; Bachelor's degree or equivalent; experience with project management, preferable with federally funded projects, including experience with procurement processes and reporting; demonstrated understanding of sexual assault victim dynamics, victim service providers and survivor and/or student driven responses; comprehensive working knowledge of the dynamics of domestic violence and its effects; knowledge of community resources; excellent oral and written communication skills; outstanding interpersonal skills and ability to work with multiple stakeholders; demonstrated ability to handle multiple priorities; experience with budget management; information technology literacy including Microsoft Office Suite and management information systems. These skills and abilities typically are acquired through a combination of education, training and experience.

The incumbent is expected to maintain currency in the position's required fields of professional expertise and competencies. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

The Project Director will be required to travel to the 17 Connecticut Community Colleges and four Connecticut State Universities, as well as other sites. The position requires the ability to drive or to arrange for alternative transportation. Reasonable accommodation will be made for physical limitations.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.

RESPONSIBILITIES:

The Project Director is accountable for contributing to the successful operation of the Project through effective performance in these essential functional areas: Statewide project leadership and oversight; developing and cultivating strategic partnerships; serving as the direct liaison with USDOJ/OVW; serving as direct liaison and communication with Community College Presidents, consortium colleges and partners; ensuring completion of all grant deliverables on time and within budget; semi-annual progress reporting and ensuring submission of quarterly financial reports; ensuring grant compliance.

Examples of Essential Duties and Accountabilities:

The following examples of duties and accountabilities 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. Statewide project oversight: The Project Director is accountable for the successful operations of the grant by providing effective leadership, administrative and managerial services, including the following:
  - Coordinating grant activities that will facilitate maximum effectiveness and utilization of program resources;
  - Chairing the statewide project advisory committee;
  - Serving as the chief liaison with the consortium colleges to ensure that grant goals and deliverables are completed on time and within budget;
  - Serving as the liaison for the consortium colleges and to the Board of Regents Office.

- B. Communication with partners:** The Project Director is accountable for promoting strategic partnerships between all 17 consortium colleges and partners, including the following:
- Continuous communication between the lead institution and 16 consortium institution Presidents, Deans and staff regarding project activities and progress;
  - Facilitating and maintaining relationships among members of the consortium;
  - Maintaining and developing partnerships with external partners including Connecticut Coalition Against Domestic Violence, Connecticut Sexual Assault Crisis Services, Inc., Connecticut State Police and Connecticut Women’s Education and Legal Fund.
- C. Coordinating training and technical assistance:** The Project Director in collaboration with the external partners and consortium members will coordinate statewide training and technical assistance including the following:
- Identifying training programs and developing training schedule;
  - Working with partners to develop/refine curriculum;
  - Utilizing a continuous review and improvement process to implement training as needed by consortium institutions over the life of the project;
  - Identifying locations and coordinating training logistics;
  - Establishing state teams to participate in required national training and technical assistance.
- D. Financial and program reports:** The Project Director will be responsible for tracking reporting outcomes and submissions of reports, including the following:
- Developing reporting templates for consortium members and external partners;
  - Overseeing the preparation of all reports related to the project including programmatic and financial reports;
  - Monitoring compliance with all policies, grant terms procedures and guidelines of the US Department of Justice.

MINIMUM SALARY: \$63, 093 approximate annual, including a full State of Connecticut benefit package.

TO APPLY: Submit letter of interest, resume, Board Application (found at [www.asnuntuck.edu](http://www.asnuntuck.edu) – Employment tab) and the names of three references to:

Asnuntuck Community College  
 Human Resources – **JOB CODE:** OVW  
 170 Elm Street, Enfield, CT 06082  
 Email: AS-StudentServices-HR@asnuntuck.edu  
 Fax: (860) 253-3069

APPLICATION

DEADLINE: Application materials must be received on or before: **November 20, 2015**

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.  
 PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator [yzelinka@asnuntuck.edu](mailto:yzelinka@asnuntuck.edu) (860) 253-3092 and Katie Kelley Section 504/ADA Coordinator, [kkelley@asnuntuck.edu](mailto:kkelley@asnuntuck.edu) (860) 253-3011, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.