

PROJECT MANAGER, TWC ACCELERATE TEXAS GRANT

GENERAL STATEMENT:

Serve as project manager for Texas Workforce Commission Accelerate Texas Grant (ATX). Responsible for effectively manage the programmatic, fiscal, and administrative aspects of the grant.

REPORTS TO:

Director of Adult Education, ESL, and EL Civics

OCCUPATIONAL GROUP:

Clerical/Secretarial

FSLA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate's Degree required.

LICENSE OR CERTIFICATION:

Texas Teaching License preferred but not required.

EXPERIENCE:

Minimum three years or less of experience working with grants in programmatic, fiscal, and/or administrative management aspects.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Work closely with Director of Adult Education and Transition Coordinator to meet the full scope of Integrated Career Awareness (ICA) principles created by the Texas Adult Education Career Pathways project and Accelerate TX grant for student transition into postsecondary education, training, and/or work.
- Work closely with Director of Adult Education to ensure effective management of programmatic, fiscal, and administrative aspects of the project are met.
- Work closely with program partners for continuity of program design.
- Work closely with Director of Adult Education to ensure deliverables are met.
- Maintain lines of communication between Director of Adult Education, Transition Coordinator, program partners, advisory committee and faculty working on the grant.
- Other duties as assigned by appropriate supervisory personnel with relation to the grant.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- Will require travel as specified in grant.
- Will require professional development.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 09/8/2015

Revised: