

Sam Houston State University Human Resources

Staff Classification Description – Project Director, Senior

Skill Category: Executive/Administrative
Position (Employee) Class: 1M200 (E1); 1M201 (03)
Grade: NC
Date: 12/2011

Department: As required by Grant or Project

Educational & Experience Requirement: Master's degree in related field, project or grant. Substantial and proven executive experience in the project area. Doctorate desirable. Extensive knowledge and skill in applying principles and practices of management, in applying principles and practices in basic and applied research, and in related field of operations. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Plans, administers, manages, or directs all activities of a major grant, project, or program committed to a particular mission with more than one phase, project, or program.

Supervision Given & Received: Responsible for supervision of training staff, counseling staff, support services, and administrative support. Work is performed under minimum direction.

Primary Responsibilities: Responsible for direct supervision and management of total project or projects. Supervision is required of other manager, professionals, researchers, Doctoral Fellows, clerical staff, and part-time student employees. Position requires ability to maintain liaison work with agencies and governments related to each project as well as establishing a working relationship for enhancing data exchange. Duties will also include management of grant funds, establishing an accounting system compatible with Federal regulations, and management of all grant resources. Responsible for the development, evaluation, and effectiveness of the project(s). Other specific duties would relate directly to the purpose of each project. Performs other related duties as assigned.

Other Specifications: Other University departments, State and Federal agencies, outside vendors. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.