

Sam Houston State University Human Resources

Staff Classification Description – Project Director

Skill Category: Executive/Administrative

Position (Employee) Class: 1M190

Grade: NC

Date: 03/2012

Department: As required by grant or project

Education & Experience Requirements: Master's degree in related field, project, or grant. Broad and extensive administrative experience in basic and applied research techniques or as needed by grant or project. Wide 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, or directs all activities of a large grant, project, or program committed to a particular course of study or more than one grant, project, or program.

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

Primary Responsibilities: Responsible for direct supervision and administrative management of total project or projects. Supervision is required of other professional staff researchers, Doctoral Fellows, clerical staff, and/or 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 or projects. Other specific duties that would relate directly to the purpose of each project. Performs other related duties as assigned.

Other Specifications: Other University departments, State and Federal agencies, and 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. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215. 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.