

Sam Houston State University Human Resources

Staff Classification Description – Project Technical Director

Skill Category: Administrative
Position (Employee) Class: 1M210 (E1)
Grade: NC
Date: 12/2011

Department: As Required by Grant or Project

Educational & Experience Requirement: Master's degree in related field of project or grant. Broad and extensive technical experience in basic and applied research in project area. Wide knowledge and skill in applying principles and practices of management for technology based projects. Experience should include complex system design and ability to prepare formal grant proposals. Must have experience in negotiating contracts, particularly with private sector companies and governmental agencies. 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, directs, or coordinates 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, and technical support. Supervision is required of other professional researchers, Doctoral Fellows, and graduate students, professional, clerical staff, and part-time student employees.

Primary Responsibilities: Responsible for technical supervision and technical management of total project(s). Reports to Dean/Director or Administrative Head for program/project/grant. Position requires ability to maintain liaison with private sector companies and government agencies related to each project as well as establishing a working relationship for enhancing data exchange. Duties will also include proposal preparation for submission to off-campus funding sources. Responsible for the development, evaluation, and effectiveness of the project(s). 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. 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.