



Director of Title III and Sponsored Programs

Arkansas Baptist College seeks a qualified individual to oversee its' Title III program and Sponsored Programs. Responsibilities include acting as a liaison between the U.S. Department of Education and the college; interpreting federal statutes, rules, and regulations; maintaining and monitoring the accounts of Title III activity budgets, and preparing and submitting reports to the U.S. Department of Education in compliance with grant requirements and funding. Additionally, the director is responsible for overseeing the development of grantsmanship process as well the development, monitoring and evaluation of all external grants.

Duties and Responsibilities

Title III (75%)

The Director will manage all operations related to the College's Title III program which include programmatic and budgetary compliance and monitoring progress and outcomes. Additional duties will include:

- Overseeing and coordinating the preparation and transmittal of the Title III proposal to the U.S. Department of Education
- Maintain a relationship with the Dean of Finance to ensure that an efficient system of fiscal controls and routine reporting funds is maintained;
- Maintaining Plans of Operation and progress reports for all funded Title III activities at the University;
- Preparing and submitting reports to the Department of Education in compliance with grant requirements and conditions throughout the funding period;
- Acting as a liaison between the Department of Education and the college;
- Coordinating the internal and external evaluations for all funded Title III activities;

- Coordinating monthly meetings with activity directors;
- Maintaining and monitoring the accounts of all Title III activity budgets to ensure that federal funds are used in strict compliance with the grant and all federal regulations and accountability;
- Approve all expenditure request and requisitions and maintain adequate authorization and audit trail records for such expenditures;
- Interpreting federal status, rules, terms, regulations, and conditions which affect the Title III program

Sponsored Programs (25%)

The Director will manage all external grants and sponsored programs with regards to monitoring and reporting.

- Assist faculty and staff in identifying and securing external funding for programs, research, or other institutional related operations.
- Monitoring regulations and coordinating internal and external program reviews;
- Work with faculty and staff to develop grant proposals;
- Ensure that all grant submissions and awards adhere to college, federal, state, and organization guidelines;
- Develop relationships with grant-funding sources and investigators
- Provide faculty/staff workshops, meetings, or in-service with for grant writing.

Minimum Qualifications:

- Bachelor's degree and five (5) years of experience in Education, Business, Public Administration, or a related field; Master's preferred;
- Knowledge of EDGAR and related federal regulations;
- Ability to work effectively within educational environment, and relate well to students, faculty, staff, and the public;
- Effective analytical and communication skills;
- Excellent verbal and written communication skills;
- Computer proficiency;
- Ability to manage several multifaceted projects simultaneously and independently while meeting aggressive deadlines;
- Ability to work a flexible schedule;
- Ability to work collegially with faculty and staff.

Interested applicants should submit a letter of interest, resume, three professional references, and copies of transcripts to HR@arkansasbaptist.edu. Review of applications to begin immediately and continue until the position vacancy is filled.