

TEXAS STATE TECHNICAL COLLEGE JOB DESCRIPTION

Title: Director of Collaborative Projects
Reports To: Associate Vice President for Student Learning
Position Code: DCPR
Department: Instructional
EEO Type:

Effective Date: 08-13-90
Revision Date: 02-03-04
Pay Grade: H
FLSA: Exempt
ORP Elig: Y

A. General Description:

The Director of Collaborative Projects will report to the Associate Vice President for Student Learning and will initiate, design, coordinate, and facilitate the development of educational projects between TSTC and secondary and post-secondary educational institutions, human service organizations, and municipalities. The Director of Collaborative Projects shall represent the area to the broader institutional setting. The Director shall maintain commitment to quality service and responsible fiscal, facility, and personnel management.

B. Duties and Responsibilities:

a. Essential Functions

Design proposals for collaborative projects between TSTC and educational, human service, and municipal organizations and agencies.

Administer and facilitate College Connections, Tech Prep, and dual/concurrent enrollment programs.

Reviews documentation and recommends articulated credit for students covered by official articulation agreements between TSTC Harlingen and other institutions and/or entities.

Design and develop databases for collaborative programs to assist in the processes of documenting and evaluating collaborative projects.

Select, supervise, and evaluate OCP staff.

Develop and maintain agreements that meet legal requirements of TSTC, Texas Higher Education Coordinating Board, Southern Association of Colleges and Schools, and all other educational, human services, accreditation, and government organizations and agencies.

Facilitates annual curriculum alignment reviews with secondary and postsecondary partners.

Provides annual required training workshops for the Advanced Technical Program (ATP).

Plan and document fiscal expenditures.

b. Other Responsibilities

Performs other related duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Exceptional communication and organizational skills.

Proven ability to work in a team environment.

Ability to serve as liaison between TSTC and community resources.

Familiarity with Texas Education Agency and Texas Higher Education Coordinating Board Rules and Regulations related to dual and concurrent enrollment preferred.

E. Minimum Requirements of Education and Experience:

Bachelor's degree in education or a technical area from an accredited college or university.

Three years documented service in secondary school setting or experience with secondary schools, three years college teaching and/or administrative experience.

Approved _____
Supervisor

