

Job Description

Position Title: Manager, HSI STEM Information Technology Cyber Grant

Job Family: Student Services

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Manager of the HSI STEM Information Technology Cyber Grant is responsible for the administration and implementation of the Title V HSI-STEM: IT Knowledge and Context Grant at Pima Community College's East Campus. The Manager leads efforts to attract and support students in high-demand Information Technology and Cybersecurity fields. The Manager works to strengthen the College's capacity to meet the workforce needs of the region. The Manager oversees initiatives that support innovations in instructional delivery, technology integration, and student engagement. The Manager collaborates with campus leadership, faculty, and staff to ensure grant goals are achieved while maintaining full compliance with federal regulations and institutional policies.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees the day-to-day operations of the Title V HSI-STEM grant program, including planning, implementation, and evaluation.
2. Manages the program's operational budget and authorizes all grant-related expenditures to ensure responsible use of funds.
3. Collaborates with the Academic Director of IT and college leadership to support grant activities and align them with institutional goals.
4. Chairs the Title V Evaluation Team and coordinates with the Independent Evaluator to execute a comprehensive assessment plan.
5. Recruits, onboards, and supports personnel involved in grant-funded initiatives.
6. Prepares and presents detailed progress and compliance reports for internal stakeholders and the U.S. Department of Education.
7. Maintains full compliance with Title V and federal grant regulations, policies, and reporting requirements.
8. Documents all phases of the grant-funded activities to support transparency, evaluation, and reporting.
9. Manages public relations and outreach efforts related to the grant, promoting student engagement and program visibility.
10. Facilitates the institutionalization of successful grant strategies in collaboration with faculty, staff, and administration.

11. Oversees all external contracts, renovations, and equipment purchases, ensuring alignment with project timelines and college policy.
12. Applies project management best practices to maintain timelines, monitor progress, and report outcomes.
13. Promotes an inclusive, collaborative, and service-oriented environment across the campus community.
14. Responds to and resolves questions or concerns related to grant activities.
15. Interprets and applies policies and procedures related to federal grant administration.
16. Develops and maintains strong working relationships across departments and with external partners.
17. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of business management and fiscal practices
- Knowledge and application of various instructional methodologies
- Knowledge of principles and methods for promoting programs and services
- Skill in budget/resource management
- Skill in organization, coordination, and management
- Skill in people leadership and supervision
- Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
- Skill in positive, productive, and flexible customer service
- Ability to apply analytical and critical thinking skills with the ability to draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Administration, Educational Counseling, Higher Education, or a related field preferred.
 - Three (3) to five (5) years of related experience required.
 - Five plus (5+) years of related experience preferred.
 - One (1) to Three (3) years of supervisory experience required.
 - Master's degree in Administration, Educational Counseling, Higher Education, or a related field preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required