

## PROJECT DIRECTOR I

### **Function of Job:**

Under general supervision of responsible college or university official, to be responsible for the administration and coordination of a grant funded research project in a field of specialization.

### **Characteristic Duties and Responsibilities:**

1. Participate in the planning, development, design, and implementation of research activities to achieve project objectives.
2. Conduct background studies of the literature and research relevant to the project.
3. Identify appropriate target population for the study.
4. Design data-gathering instruments and statistical methodology to record, analyze, and classify data.
5. May hire, train, and supervise additional authorized professional and clerical staff needed to implement the project.
6. Prepare and disseminate a written report on the results and conclusions of the project.
7. Develop new methods and techniques in the area of specialization in coordination with other field practitioners.
8. Participate in seminars and workshops to disseminate information and introduce methods to college faculty and other professionals.
9. Establish contacts and liaison with community members and directors of local, state, and federal agencies related to the project.
10. Prepare, according to appropriate agency and college regulations, required reports, summaries and further funding proposals.
11. Perform other duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in appropriate academic discipline.
2. Three years of experience related to project specialization.
3. Ability to design, conduct, and evaluate independent research.
4. High degree of self-motivation, initiative, and ability to work with diverse constituencies.
5. Willingness to travel as required in project area.

5/22/80

System Approval

5/22/80

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

