

PROJECT DIRECTOR II*

Function of Job:

Under administrative supervision of designated college, school or university official, to be responsible for the administration, coordination and execution of a grant funded project, in a field of expertise or specialization, in order to provide a broad range of services, educational programs and special research and development activities.

Characteristic Duties and Responsibilities:

1. Be responsible for the planning, development, design, scheduling and implementation of service and/or research activities to achieve project objectives.
2. Provide specific counseling services in area of specialization or expertise and coordinate provision of technical assistance to individuals and organizations related to the project.
3. Conduct background studies of the literature and research relevant to the project.
4. Identify appropriate target population for the study as required.
5. Design data-gathering instruments and statistical methodology to record, analyze and classify data.
6. Hire, train and supervise additional authorized professional and clerical staff needed to implement the project.
7. Prepare, publish and disseminate reports and other written materials on results and conclusions of the project and other relevant topics.
8. Coordinate activities with other field practitioners and project staff members to develop new methods and techniques in the area of specialization.
9. Conduct seminars and workshops to disseminate information and introduce methods to college/university faculty and other professions.
10. Establish contacts and provide liaison with business organizations, school officials, community members and local, state and federal agencies related to the project.
11. Negotiate contracts and administer grant resources according to appropriate agency and college/university regulations, including preparation of required reports, and summaries and further funding proposals.
12. Perform other duties as assigned.

Minimum Acceptable Qualifications:

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

5/5/86

System Approval

5/5/86

Effective Date

- Revised – original approved 5/22/80 and revised 9/24/82.

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.

