

## **PROJECT DIRECTOR III \***

### **Function of Job:**

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

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

1. Be responsible for the planning, development, design, supervision, and implementation of service and/or research activities to achieve project objectives.
2. Provide specific counseling services in area of expertise and supervise the delivery of technical assistance to individuals and organizations related to the project.
3. Be responsible for the conduct of extensive background studies of the literature and research relevant to the project.
4. Identify appropriate target population for the study.
5. Design and/or supervise design or data-gathering instruments and statistical methodology to record, analyze, and classify data.
6. Hire, train, evaluate and supervise additional authorized professional and clerical staff needed to implement the project.
7. Prepare, publish and disseminate significant written report(s) on the results and conclusions of the project, as well as other relevant topics.
8. Coordinate activities with other field practitioners and project staff members to develop new methods and techniques in the area of expertise.
9. Conduct seminars and workshops to disseminate information and introduce methods to college/university faculty and other professionals.
10. Serve as major contact and liaison with heads of business organizations, school officials, leading community members and directors of local, state, and federal agencies related to the project.
11. Negotiate contracts and administer and supervise the allocations of grant resources according to appropriate agency and college/university regulations, including responsibility for required reports.
12. Perform other duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Ph.D. Degree in appropriate academic discipline and three years of experience related to project specialization; or Master's Degree in appropriate academic discipline and five years of experience related to project specialization.
2. Ability to design, conduct, and evaluate independent research and supervise all phases of project for which responsible.
3. High degree of self-motivation, initiative, and ability to work with diverse constituencies.
4. Willingness to travel as required in project area.
5. Supervisory ability.

2/10/84

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System Approval

2/10/84

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Effective Date

\* Revised – Original approved 5/22/80.

**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.**