

PROJECT DIRECTOR – SPECIAL PROJECTS *

Function of Job:

Under administrative review of designated official, faculty member or principal administrator, to direct, administer, develop, promote, and coordinate delivery of contract program(s) in area of expertise to private and public sector organizations utilizing college/university resources, including faculty, students, and other professional staff members.

Characteristic Duties and Responsibilities:

1. Provide and contract for special projects/programs with clients in area of expertise, including sales work, proposal writing, and contract and price negotiations.
2. Be responsible for direction, coordination and delivery of program services in accordance with contracted agreement.
3. Conduct research, collect necessary data and design program according to needs of clients.
4. Coordinate the use of, supervise and evaluate faculty, staff, and student participants in the program.
5. Coordinate the use of required facilities for program delivery.
6. Conduct training programs, seminars and workshops as required.
7. Prepare final reports and make presentations as necessary.
8. Be responsible for successful completion of individual projects.
9. Attend professional meetings, conferences, and professional development courses.
10. Prepare documents, newsletter and/or other related publications for project center.
11. Supervise consultants and office staff as assigned.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree or equivalent in Business Administration, Chemistry, Engineering, or other field appropriate to projects in which involved.
2. Three years of experience including involvement with business, industry, and government, in area of expertise.
3. Ability to work with and relate to a wide variety of people.
4. Ability to assess situations, negotiate with clients and staff, and to accomplish projects within established time frames.

5/27/86
System Approval

5/27/86
Effective Date

- Revised – Original approved 9/18/78 as “Project Director – CIID” and revised 12/16/81 under present title.

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.