



# **INSTITUTE OF AMERICAN INDIAN ARTS**

## **JOB DESCRIPTION**

**TITLE:** TITLE DIRECTOR, TITLE III  
**DEPARTMENT:** CENTER FOR ARTS & CULTURAL STUDIES  
**CLASSIFICATION:** EXEMPT, ADMINISTRATIVE/PROFESSIONAL  
**REPORTS TO:** DEAN OF THE CENTER FOR ARTS AND CULTURAL STUDIES  
**SUPERVISES:** TWO STAFF MEMBERS

### **SUMMARY OF RESPONSIBILITIES**

This administrative leadership role will provide direction and coordination for the Academic Outreach Program funded by Title III. The program is designed to reach New Mexico's 22 Pueblo, Navajo and Apache Tribes to assist in developing the academic skills, resources and personal motivation to pursue secondary education. A variety of activities will occur, including training tutors, courses off-site in the community, a summer bridge program to augment the transition between high school and college for Native American students, and related activities. The Program Director oversees all aspects of the Title III grant, including budget, staffing and activities.

### **ESSENTIAL POSITION FUNCTIONS**

- Oversee successful completion of all goals and outcomes of Title III grant proposal project with a focus on academic outreach serving New Mexico tribes.
- Oversee the Title III budget and all grant activities and projects related to Title III services.
- Submit grant reports by due dates in close conjunction with the Director of the Office of Sponsored Programs.
- Supervise two fulltime staff serving academic outreach program goals.
- Collaborate with the academic faculty and academic dean to identify appropriate educational programs and courses that can best serve the needs of local constituents.
- Provide educational outreach to area tribal communities, organizations, and schools.
- Provide an effective environment for student learning through teaching off-site courses.
- Maintain regular campus-based office hours.
- Participate in the assessment of student learning by assessing student-learning outcomes at the course and program level in order to improve teaching/learning outcomes in academic outreach activities.
- Participate in faculty and staff development activities.
- Work closely with faculty teaching off-site to maintain student records and to complete and return required reports to the appropriate office by due date.
- Cooperate with other faculty and college staff in maintaining a positive professional and educational environment.
- Attend and participate in assigned meetings, committees, and college activities.
- Support the IAIA Vision, Mission, and Goals.
- Full time, regular, 12 month contract position.

**REQUIRED EXPERIENCE AND EDUCATION**

Bachelors degree required. Graduate degree preferred in a related educational or managerial field and appropriate organizational experience. Demonstrated ability to meet required competencies and job responsibilities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to integrate the values of diversity and team building into educational decision-making;
- Excellent oral and written communication skills;
- Excellent interpersonal skills and supervisory experience;
- Experience in grants management;
- Experience in program planning, design and management.

**WORKING CONDITIONS**

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE \_\_\_\_\_

DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_

IAIA PRESIDENT \_\_\_\_\_

DATE \_\_\_\_\_

HR MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

CREATED: 6/08