

NOTICE OF VACANCY



Grant Program Director

NASNTI Title III Grant (Part F) Funded through September 2026

STARTING DATE: Negotiable Date Before January 16, 2024

REPORTS TO: Chief of Staff and Director of Governmental Relations

SALARY: \$60,000

JOB SUMMARY:

The Director for the Native American-Serving Nontribal Institutions Program (NASNTI Director) will report directly to the Chief of Staff/Director of Governmental Relations. They will supervise NASNTI Part F staff and be responsible for grant management and compliance with federal, state and institutional regulations and policies. The director will lead communication and collaboration between all campus constituencies who have responsibilities and investment in the program success; coordinate assessment at critical stages of the program to insure quality; maintain appropriate records to document the completion of project objectives and oversee preparation of fiscal and technical reports for both the institution and the U.S. Department of Education.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Serve as the primary liaison between the USAO NASNTI Part F project and the U.S. Department of Education.
- Serve as the primary liaison between program faculty, staff, university departments and administration
- Articulate the goals of the program to NASNTI F staff as well as other institutional personnel
- Ensure a seamless and timely integration of NASNTI F activities into overall institutional operations.
- Oversee and manage all aspects of program accountability
- Authorize all program expenditures, and maintain budget control
- Advise and assist in the proper distribution and accounting of all NASNTI F equipment and supplies
- Supervise all NASNTI F personnel
- Manage the NASNTI F evaluation plan
- Work with external evaluator to assist in assessing project activities, progress, and accomplishments
- Ensure that all required reports to the U.S. Department of education are accurate and submitted on time.

QUALIFICATIONS:

- Master's degree in education, educational technology, curriculum design of related field required; terminal degree preferred
- At least 3-5 years managerial experience in higher education, including budgetary responsibilities and personnel selection
- Excellent communication and leadership skills
- 3-5 years' experience working with university students and faculty members
- Experience and sensitivity to populations typically underrepresented in higher education including but not limited to Native American, low-income, and disabled students
- Thorough knowledge of evaluation methods
- Ability to work independently and as part of a team
- Ability to provide accurate, succinct status reports suitable for distribution to senior administration and the college's Board of Regents and the U.S. Department of Education
- Prior federal grant experience in higher education institutions preferred

TO APPLY:

Complete the Science & Arts application (<https://usao-gcgxy.formstack.com/forms/employment>) and email hr@usao.edu your letter of interest, detailed résumé and the contact information including e-mail addresses for three professional references. Official college transcripts must be submitted prior to receiving an official offer. You may also mail your application documents to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

**Application review begins immediately and will continue until the position is filled.
Employment is contingent upon the results of a national criminal and sex offender
background check and approval from the and USAO Board of Regents.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender or gender identity, pregnancy, national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, or sexual orientation. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.