



POSITION DESCRIPTION

TITLE: Project Director-ARCTOS Project

FLSA STATUS: Exempt, Full-time	GRADE LEVEL: E
LOCATION: Shull Hall	UNIT: Academic Affairs
SHIFT: 8:00am-5:00pm M-F	DEPT: School of Business and Applied Technologies
INCUMBENT:	EMPLOYEE SIGNATURE: Date
REPORTS TO: Dean, School of Business and Applied Technologies	PREPARED BY & DATE: 07/21
Reviewed/Revised By:	EE Name Date:
Reviewed/Revised By:	EE Name Date:
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I. POSITION PURPOSE – *List brief summary of position*

The Project Director, ARCTOS Project is responsible for leading all efforts related to the ARCTOS “Regional Fabrication and Certification Training Labs-Laser Materials Processing” Project. The objectives of this project are to develop new training models that will enable the U.S. aerospace supply chain to rapidly and successfully transition to a digital manufacturing environment in support of defense and dual-use manufacturing needs. Widespread adoption of Industry 4.0 technologies will enable the development of integrated manufacturing processes that combine the efficiency of mass production with the flexibility of custom manufacturing. Funding for this position is slated to end June 2024.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Business and industry	Colleges and Universities	Government and State Agencies	External Evaluators
Community Agencies/Organizations			

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

This position is responsible for the management of \$3,195,374 in project funding in accordance with established, governing guidelines.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under broad supervision, this position performs the following duties:

1.	Oversees and manages the ARCTOS “Regional Fabrication and Certification Training Labs-Laser Materials Processing” Project.
2.	Manages the day-to-day administration of the ARCTOS Project by ensuring that the College meets all grant obligations in a timely manner, assuring the timely, accurate preparation and submission of required reports, and conducting administrative operations in compliance with the subcontract.
3.	Gathers information and manages appropriate project data for assessment and reporting.
4.	Directs and coordinates the evaluation process as identified.



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5.	Provides regular status reports on the project plans and implementation in conjunction with partners and stakeholders as required.
6.	Provides a project and spend plan with specific Statement of Work (SOW) tasks and timeframes.
7.	Provides bi-monthly financials.
8.	Develop draft and final reports with technical objectives, accomplishments, methods, results, analyses, conclusions and recommendations for submission to ARCTOS on dates specified.
9.	Provide monthly technical progress reports.
10.	Assures compliance with conditions of the project by monitoring and analyzing agreements, contracts, expenses, and activities in terms of requirements and College and federal laws, regulations and rules. Take corrective actions as necessary.
11.	Serves as liaison between college and external partners by attending meetings, responding to information requests, and resolving issues that may arise.
12.	All other duties assigned by supervisor.

V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- None

Qualifications – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

VI. EDUCATION and/or EXPERIENCE – List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.

- Bachelor’s Degree in a Business, Education, or Manufacturing or related discipline required - master’s preferred
- Three to five years of progressively responsible experience in business, industry, and/or higher education; in project management; employee supervision; and, budget management.

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VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Excellent project management skills related to planning, organization, problem-solving and assessment.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to interact positively with staff, faculty, students and external agencies and individuals.
- Attentive to detail, extremely well organized, able to work under pressure, and meet deadlines.
- Ability to gather, analyze, use, and report data.
- Proficient in Microsoft Office applications including Word, PowerPoint, Excel and Access.
- Effective verbal and written communication skills
- Excellent interpersonal and leadership skills
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- None

IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read, analyze, and interpret complex documents, journals, and regulations. Ability to write reports, summaries, business correspondence, articles, and speeches using original or innovative techniques or style. Ability to communicate effectively one-on-one and in small groups and to make effective and persuasive speeches and presentations to internal and external groups.

X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

XI. REASONING ABILITY – *(To be completed by HR)*

Ability to analyze and interpret data and to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



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XII. PHYSICAL DEMANDS – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

XIII. WORK ENVIRONMENT – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.