



## POSITION ANNOUNCEMENT

### PROJECT DIRECTOR, TITLE III GRANT FRONTIER COMMUNITY COLLEGE | FAIRFIELD, IL

**DESCRIPTION:** This position oversees and provides overall leadership for the Title III grant. Duties include, but are not limited to: approving expenditures, maintaining budget control and responsibility for appropriate use of grant funds; supervising project staff; overseeing preparation of project reports for U.S. Department of Education (USDE) and Frontier Community College; facilitating and overseeing comprehensive project evaluation; remaining current regarding Title III and USDE regulations and grant terms and conditions to ensure project compliance throughout the grant period. **This position will be located at the Frontier Community College in Fairfield, IL and will end September 30, 2024. Full-time employment will end on that date, part-time employment will be requested for grant close-out (possibly 4-5 months).**

**QUALIFICATIONS:** Master's degree in Education or related field required. The position requires budgeting and personnel management experience; 3 years of higher education experience; experience in program development and evaluation; knowledge of online/hybrid instruction and services; project management experience, Title III experience preferred; and excellent leadership skills. Experience with high-risk, non-traditional students preferred.

**WAGES:** Based upon \$51,134 to \$58,804 per fiscal year; commensurate with education and experience. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.

**APPLICATIONS:** Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to [iecchr@iecc.edu](mailto:iecchr@iecc.edu) or mail to:

Illinois Eastern Community Colleges  
Attn: Human Resources  
233 East Chestnut Street  
Olney, IL 62450

**APPLICATION DEADLINE:** Applications will be accepted until the position is filled.

**STARTING DATE:** Pending approval by the IECC Board of Trustees and U.S. Department of Education.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Michele Anderson at (618) 395-5299 Extension 5522. Illinois Eastern Community Colleges is a multi-college district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. The colleges are accredited by the Higher Learning Commission.

**IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.**

**EQUAL OPPORTUNITY EMPLOYER**