

Revised: October 27, 2011  
June 22, 2011

## **PART TIME TITLE V COOP ACTIVITIES DIRECTOR**

### **RESPONSIBILITIES**

- Maintain rigorous fiscal controls of MC Title V funds, reporting regularly to the Activity Director
- Coordinate with MC faculty to develop articulation agreements with Sul Ross State University for three degree programs (Education, Kinesiology, and Criminal Justice)
- Oversee the creation of transfer guides and online course catalog
- Coordinate the collection and reporting of data for project evaluation and reporting purposes
- Coordinate project-related professional development for the Midland campus
- Supervise other MC project personnel
- Coordinate the collection and reporting of data from expired grants, as needed

### **QUALIFICATIONS**

#### **REQUIRED:**

- Bachelor's degree
- Knowledge of multimedia and distance learning technology and instructional techniques
- Demonstrated ability to work as part of a team

#### **PREFERRED:**

- Master's degree
- Grant and/or project management experience in the higher education environment
- Experience in developing/implementing articulation agreements
- Bilingual

### **SALARY**

Salary range is \$24,000 to \$27,000. Position funded by a grant. Part time benefits available. Position available immediately. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

### **APPLICATION PROCESS**

Interested candidates should send a resume, completed Midland College application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing the responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to:

Zaira Valeriano  
Director of Human Resources/Payroll  
Midland College  
3600 N. Garfield  
Midland, Texas 79705  
(432) 685-4534

**Midland College Is an Equal Opportunity Employer**

**This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.**