

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Director - Grant	<b>SALARY GRADE:</b>	HU-15
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	01
<b>JOB CODE:</b>	2102	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:**                    A professional management position having responsibility for directing the entire operations of a defined unit or sub-unit of the university. This position operates with broad authority and is usually a member of a broader university administrative leadership team. The director typically reports directly to the Assistant/Associate Vice President or another senior executive.

The director position differs from an Administrative Director, Associate Director or Project Director in that it has primary responsibility for the entire operations of a defined work unit.

**SUPERVISORY ACCOUNTABILITY:**                    Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary actions, complaints, staff performance appraisal and similar supervisory duties. Plans, assigns, and evaluated the work of subordinated for effective operation and results of the unit.

**NATURE AND SCOPE:**                    Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public

**PRINCIPAL ACCOUNTABILITIES:**                    Provide leadership and vision for the work unit.

Set goals for the work unit and organizes resources to achieve the goals.

Align departmental goals with the university mission statement.

Responsible for supervision and goal setting of professional and support staff.

Contributes as a strategic member of a administrative leadership team

Responsible for the implementing and maintaining area budget.

Responsible for providing strategic reports and recommendations to administration on the activities in assigned areas.

Responsible for program development and evaluation

Represent the department on university and community committees

**HOWARD UNIVERSITY  
Position Description**

<b>POSITION TITLE:</b>	Director - Grant	<b>SALARY GRADE:</b>	HU-15
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	01
<b>JOB CODE:</b>	2102	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

Perform other job-related duties as assigned.

**CORE COMPETENCIES:** Effective leadership and management skills.  
Experience managing a large complicated budget.  
Skill in program development and execution.  
Excellent communication and presentation skills.  
Documented success as an innovator and creative problem solver.  
Competence in oral and written English.  
Ability to establish and maintain effective and harmonious work relationships with staff, faculty, students, university officials and the general public.

**MINIMUM REQUIREMENTS:** Bachelor's degree and minimum of 10-12 years of relevant experience. 15 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management