



## Career Opportunity – Title V Project Director

Esperanza College of Eastern University, a faith-based higher education institution has an immediate opening for a part-time (30 hours/week) **Title V Project Director**.

The Title V Project Director provides strategic, collaborative leadership for the U.S. Department of Education's (USDOE) Title V program, a five-year grant-funded initiative, at Esperanza College, a branch campus of Eastern University. The Title V project at Esperanza College seeks to strengthen the institution to improve educational access and success for Hispanic postsecondary students. It will accomplish these goals through the addition of educational programs in health sciences and digital transmedia production, student success programming/facilities and increased enrollments.

The Title V Project Director will relate with institutional partners, government representatives, administrative leadership, academic staff, faculty and students to ensure compliance with USDOE requirements for the Title V grant. The Title V Project Director will supervise an Administrative Assistant reporting into the Advancement Office. The Title V Project Director will also ensure a regular flow of communication with the Esperanza College Evaluation Council.

The successful candidate will have a minimum of 3 years' experience in grants administration, preferably with federal grants or contracts; Master's degree in education, management, or other related field of study is preferred; Administration and project & budget management is preferred.

Desired Knowledge, Skills, and Abilities include:

- A personal understanding of and ability to personally subscribe to Esperanza College's institutional faith statement;
- Understanding of the higher education context in relation to government, accrediting and regional compliance requirements;
- Understanding of the principles and practice of strategy, implementation and evaluation;
- Ability to work independently with a high level of energy and contribute as part of a larger, aligned team;
- Ability to establish and maintain effective working relationships with various Esperanza staff and the surrounding business and academic communities;
- Effective written and oral communication skills;
- Ability to take initiative and strong follow-through skills;
- Knowledge of Microsoft Office and project management software;
- Successful grant-seeking and grants management experience;
- Models excellent character and servant leadership with all faculty, staff and students;
- Bilingual (English and Spanish) is plus.

Esperanza College offers a comprehensive employee health & wellness benefits program. This position is 30 hours/week, based primarily on our campus located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a resume along with salary requirements to: [jobs@esperanza.us](mailto:jobs@esperanza.us) and please indicate **Title V Project Director** in the subject line. For more information, check us out on the web at: [www.esperanza.us](http://www.esperanza.us)

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