



ENTERPRISE STATE COMMUNITY COLLEGE

ALABAMA AVIATION CENTER

ENTERPRISE • FORT RUCKER • WORLD WIDE WEB • OZARK • MOBILE • ALBERTVILLE • ANDALUSIA



INTENT TO EMPLOY December 30, 2011

- POSITION:** Director, Quality Enhancement/Grant Writer
- QUALIFICATIONS:** **Required:** Master's degree, with at least 18 graduate semester hours in a teaching field offered by the college. Three (3) years of full-time postsecondary teaching experience. Experience in the use of computers, peripherals and software for word processing, spreadsheets, and desktop publishing.
- Preferred:** Knowledge of Southern Association of Colleges and Schools requirements and guidelines for implementing a Quality Enhancement Plan (QEP).
- POSITION SUMMARY:** The Director is responsible implementing the Quality Enhancement Plan, conducting grant development activities, including research, identification of appropriate funding sources, coordination among entities, and proposal development in pursuit of public and private funding sources.
- DUTIES AND RESPONSIBILITIES:** SEE ATTACHED JOB DESCRIPTION
- SALARY:** Based on Alabama State Board of Education Salary Schedule C3, (Range: \$34,414 - \$60,000 annually)
- POSITION AVAILABLE:** March 1, 2012 (or as negotiated)
- POSITION DEADLINE:** Applications must be received by **3:00 p.m., Tuesday, January 24, 2012**
- APPLICATION PROCEDURE:** All applicants must submit a complete application packet which consists of the following:
- A completed, signed Enterprise State Community College application for employment
 - Current resume
 - Unofficial copies of college transcripts which verify required degree and subject credit hours
 - Experience listed in "Qualifications" section must be verified on official letterhead, signed by appropriate administrator

Only applicants who meet the required qualifications and submit a complete application packet by the deadline will be considered. Electronic application submissions will not be accepted. From applications received, a search committee will review applications, interview eligible applicants, and select candidates for further consideration by the President. Interviews will be by appointment only. Applicants must travel at their own expense. *Applicants selected for an interview must demonstrate proficiency in written English and a skills test may be included as part of the interview process.* **An offer of employment is contingent upon a satisfactory criminal background investigation. In the event a conviction for a felony or any crime involving moral turpitude is found, the procedures set out in the guidelines for State Board Policy 623.01 will be followed. The candidate hired will be responsible for the nonrefundable minimum cost of \$15.00 for the criminal background investigation. Additional charges may apply.**

Enterprise State Community College's Application for Employment is available at www.escc.edu; applications should be sent to:

ATTN: 2011-12:16
Enterprise State Community College 334-347-2623 ext. 2222
P O Box 1300
Enterprise, AL 36331

Enterprise State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.

ENTERPRISE STATE COMMUNITY COLLEGE
JOB DESCRIPTION

Job Title: Director of Quality Enhancement/Grant Writer

Department: Planning and Institutional Effectiveness

Reports to: Associate Dean, Planning and Institutional Effectiveness

FLSA Status: Exempt

Job Summary: The Director of Quality Enhancement/Grant Writer facilitates the implementation of the Quality Enhancement Plan and conducts grant development activities to include grant research, identification of appropriate funding sources, coordination among entities, and proposal development in pursuit of public and private funding sources.

Specific Duties and Responsibilities:

1. Direct implementation and assessment activities associated with the College's Quality Enhancement Plan (QEP).
2. Serve as a liaison between College personnel and the Institutional Effectiveness office to facilitate an integrated and continuous process of planning and assessment related to the QEP and the College-wide institutional effectiveness process.
3. Create and implement a public awareness campaign to increase knowledge of quality enhancement activities to students, faculty, administrators, staff, and community members.
4. Assist in curriculum development and selection of instructional materials in support of current and future QEP topics.
5. Serve on instructional committees to increase awareness and ensure involvement by all faculty members in QEP activities.
6. Provide leadership for the QEP steering committee.
7. Maintain knowledge of new developments in the QEP topic area.
8. Assist in the development and implementation of an ongoing resource development program including identification of public and private funding sources.
9. Conceptualize, develop, and submit external funding proposals for public and private funding sources.
10. Develop, implement, and evaluate long-range and annual grant funding plans to ensure alignment with the College's strategic plan.
11. Collaborate with administration, faculty, and staff to conceptualize College needs and proposed activities.
12. Serve as liaison with college personnel and funding agencies or individuals and attend applicable meetings.
13. Assist in providing regular written updates to donors and provide resource development information for institutional materials including the Annual Report.

14. Fulfill other duties and responsibilities as assigned by supervisor.
15. Travel as required to include overnight stays.

Other Qualifications/Requirements for the Job:

Teach classes in area of certification, as assigned.

Required Education/Work Experience:

1. Master's Degree with at least 18 graduate semester hours in a teaching field offered by the College.
2. Three years full-time postsecondary teaching experience.
3. Experience in the use of computers, peripherals and software for word processing, spreadsheets, and desktop publishing.

Preferred Education/Work Experience:

Knowledge of Southern Association of Colleges and Schools requirements and guidelines for implementing a Quality Enhancement Plan.