

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: November 30, 2020 Department: Title III Project Administration  
 SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application Deadline: Open Until Filled Date position to be filled: Open Until Filled

Position Title: Program Coordinator

Salary (annual): \_\_\_\_\_ or Salary Range: \$40,000.00 to \$45,000.00

Please check all categories that apply to this position:

Status	Faculty Position	Unclassified Position	Classified Position
<input type="radio"/> Part-time <u>100</u> % of time	<input type="radio"/> Temporary	<input type="radio"/> Administrative	<input type="radio"/> Probationary
<input checked="" type="radio"/> Full-time	<input type="radio"/> Tenure	<input type="radio"/> Temporary	<input type="radio"/> Job Appointment
	<input type="radio"/> Tenure Track (Probationary)	<input type="radio"/> Permanent	<input type="radio"/> Provisional Appointment
	<input type="radio"/> Grant	<input checked="" type="radio"/> Grant	
	<input type="radio"/> Contract	<input type="radio"/> Contract	

Contact Person: Dr. Brenda Jackson Telephone No: 504-286-5274 or 504-286-5275

Contact Email Address: bjackson@suno.edu

Contact e-mail address is for:  Human Resources utilization only  Posting to VAS website

**Brief job description** [Maximum 5 lines @ 500 characters (including spaces) per line]:

The Title III Program Coordinator reports to the VC for Research/Exec Director for Title III Programs and has the overall responsibility of assisting the Director with all Title III related activities, i.e. preparing continuation applications, various reports, monitoring of Title III activities, providing one on one support/assistance to Activity Directors and staff, making periodic visits to activity sites, preparing newsletters, keeping up with Title III data and performing any other office related duties as assigned by the Title III Director.

**Minimal qualifications** [Maximum 4 lines @ 450 characters (including spaces) per line]:

A Master's degree in administration and supervision or related field preferred. Three to five years experience in grant writing and federal program management - Title III Program grant knowledge and experience a plus. Excellent human relations, written and oral communication skills required.

**Remarks** [Maximum 3 lines @ 300 characters (including spaces) per line]:

All qualified applicants must submit a resume', three (3) letters of recommendation, a letter of interest in the position and copy of your college transcripts to the person listed below:

Apply To:

Dr. Brenda Jackson  
VC for Research/Exec Director for Title III Programs  
Southern University at New Orleans  
6400 Press Drive  
New Orleans, LA 70126

**AN EQUAL OPPORTUNITY EMPLOYER**