Dir, Texas School Safety Center

Job Code 50015564

**General Description**
Responsible for obtaining funding and meeting the requirements of funding agencies, including the Texas Legislature.

**Examples of Duties**
- Lead center team in development of cutting-edge school health and safety research.
- Publish papers related to the Center’s research agenda.
- Research, submit proposals and negotiate grants, contracts, and partnership agreements to obtain funding and resources for TxSSC.
- Serve as the University’s point of contact with funders.
- Monitor budget balances and project activity reports.
- Make decisions regarding project resource allocation.
- Plan and oversee appropriate organizational activities for TxSSC Tobacco prevention initiatives.
- Oversee the research, writing, development, and editing of training materials, correspondence, activity reports, and public information releases.
- Assign responsibilities and appraise employees in timely and thoughtful manner.
- Oversee the negotiation of contracts with suppliers and contract trainers and researchers.
- Oversee direct advertising, public relations activities and the publication of reports.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** University policies and procedures, grant guidelines and proposals, responsibilities, services, and appropriate contacts for relevant outside agencies, laws, guidelines, and policies related to funding agencies.

**Skill in:** Preparing clear and concise proposals, training materials, correspondence, reports and public information releases, mediating disputes, directing the work of others and establishing rapport with a variety of clients.

**Ability to:** Interpret, explain, and apply complex legal documents, technical documents, contracts, policies, and procedures; perform basic math and monitor budgets.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements