Dir, Texas School Safety Center

Job Code 5001564

**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**