

TITLE III PROGRAM OFFICE, Washington, D. C.

The purpose of the Title III Office is to coordinate, implement, and monitor all Title III program activities and to ensure compliance with Federal, State, and University policies and procedures as required by the Department of Education.

TITLE III ADMINISTRATION OFFICE, Texas Southern University

The primary objective of the Administration Office is to facilitate full implementation of all approved grant activities. Responsibilities also include:

1. Supervision and coordination of all Title III activities.
2. Continuous monitoring of both fiscal and programmatic transactions.
3. Maintaining regular communications with activity coordinators.
4. Participating in regular administrative meetings of the University.
5. Directing and facilitating all contracts with external consultants as proposed in the approved application, and uses consultants wisely.
6. Directing the overall activities of all personnel involved with the grant activities; facilitating relationships between grant personnel and other administrative units of the University.

7. Directing the evaluation procedures as outlined in the grant application; also serving as the institutional liaison with external evaluation team.
8. Working closely with the external evaluators to assess progress of all grant activities.
9. Conducts regular meetings with the activity coordinators and other appropriate personnel.
10. Reviews report of the activity coordinators and provides feedback.
11. Monitors monthly line item budget reports to ensure allowable and timely expenditures of all project funds.
12. Maintains accurate accounting and reviews procedures on all project obligations and expenditures.
13. Maintains accurate and complete reporting and documentation systems.
14. Provides interpretations on related legislation, program regulations, policies and procedures in compliance monitoring.
15. Communicates with the Title III program officer and grants officer concerning approved plan, budget revisions, activity progress, etc., and when appropriate submits documentation for all actions requiring Department of Education's approval.

16. Works closely with fiscal offices of the university to ensure that appropriate policies and procedures are exercised regarding expenditures and record keeping.
17. Establishes a network with other Title III Coordinators.
18. Attends Title III technical assistance workshops and conferences.
19. Disseminates Title III program information internally and externally.
20. Ensures that the implementation process of Title III activities complies with Department of Education guidelines and recommendations, as well as with the institutional policies, procedures, and staff relationships.
21. Ensures compliance with Department of Education reporting requirements.
22. Develops the Title III plan of operation and all budget revisions.
23. Ensures information flow via meetings, conference, reports, and etc.