



Position Title: Grant Activity Coordinator
Reports To: Director of Environmental Sciences Grant Program
Department: Environmental Sciences
Prepared By/Date: Jennifer C. Brito/05-28-2009
Approved By/Date: Silvia Torres/05-07-2010
Revised: Jennifer C. Brito/05-07-2010

Job Code: 0136
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

The Grant Activity Coordinator is responsible for the organization, management, planning, and continuous reviews and analysis of the CCRAA Environmental Sciences program. This individual provides academic leadership, serves as an integral member of the College and Campus administrative teams, and works closely with the North Campus Science Department Chairs, Associate Deans/School Directors, and Academic Deans.

Essential Duties and Responsibilities:

- Develops and implements plans for student recruitment and retention in the environmental sciences.
- Oversees peer lead tutoring program including hiring, supervising, and evaluating Peer Lead tutoring program.
- Assist in creating new and revising existing environmental curricula in conjunction with Instructional Manager.
- Identifies and works with employers to establish outreach activities and employer pipelines for environmental science program students.
- Works closely with College faculty and Instructional Manager to facilitate bilingual science education with the University of Puerto Rico.
- Assists in writing reports.
- Assures that the program efforts comply with requirements of the funding source.
- Serves on campus and college-wide committees.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Must have excellent written and oral communication skills.
- Must be computer literate with exceptional organization.
- Knowledge of design and implementation of proven higher education pedagogies.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Masters degree in environmental science or closely related field and two (2) years of related work experience.
- Must possess experience with design and implementation of proven higher education pedagogies
- Must have excellent written and oral communications skills
- Must be computer literate with exceptional organization and interpersonal skills within multicultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name