



Position Title: Project Coordinator, IMLS Library Project PIPELINE
Reports To: Library Director
Department: Library Services
Prepared By/Date: Nancy Maxwell/6-24-2010
Approved By/Date: Cristina Mateo/6-28-2010
Revised: Jennifer C. Brito/7-2-2010

Job Code: 0137
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

The Grant Project Director of the IMLS PIPELINE Grant is responsible for the organization, planning, implementation, continuous review, and analysis of the College's PIPELINE Grant and works closely with Academic Advisement, Financial Aid, other campus libraries and all grant partners.

Essential Duties and Responsibilities:

- Works closely with College staff in the development of recruitment efforts and library support staff academic support.
- Administers and manages the programs funding including preparation and maintenance of the budget for the grant to assure that program efforts comply with the requirements of the funding source.
- Collaborates with Academic Advisement, Financial Aid, other campus libraries, and all grant partners to create, administer, and monitor individual educational plans.
- Oversees the implementation of the internship and mentoring programs.
- Hires, supervises, and evaluates both full-time and part-time personnel for the program.
- Serves on campus and college-wide committees.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of grant management including budget, personnel management and reporting
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility.
- Excellent organizational and communication skills (both verbal and written).
- Ability to effectively present information to groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions for reporting purposes.
- 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.

- Master's degree in Library Science, Education or related field and three (3) years of project, grant management, or related experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name