



Position Title:	Grant Support Coordinator		
Reports To:	Program Manager		
Department:	Department of International Education	Job Code:	0785
Prepared By/Date:	Jennifer C. Brito/05-07-2010	Job Group:	PENC
Approved By/Date:	Eva Fernandez/05-07-2010	Salary Grade:	13
Revised:	Jennifer C. Brito/05/13/2010	FLSA Status:	Exempt

Summary:

The Grant Support Coordinator provides administrative and operational support for the Study Abroad Program Manager in coordinating MDC's participation in the grant funded by the US Department of Education and Administered by Northern Virginia Community College (NOVA).

Essential Duties and Responsibilities:

- Assists the Program Manager in planning the logistics and day-to-day operations for the grant-funded students
- Under the direction of the Program Manager, monitors grant needs, expenses, and balances
- Coordinates and manages paperwork related to the grant
- Assists with the grant funded students' registration, orientation, course, selection, and MDC experiences
- Serves as a communication liaison for grant information and activities
- Ensures the availability of MDC and grant program information for interested international students and others
- Works with the Program Manager to identify resources for the grant and to develop the grant renewal application
- Assists the Program Manager with planning recruitment and retention activities for the grand funded students
- Updates and maintains the required data for the grant program
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of international travel
- Knowledge of Microsoft Office programs, including Word, Excel, PowerPoint, and Access
- Appropriate administrative skills
- Ability to follow and issue oral and written instructions
- Ability to prepare correspondence, memos, and drafts of grant related reports
- Ability to resolve or to refer student problems to the Program Manager or other areas
- Ability to effectively present information in one-on-one and small group situations
- Ability to exercise discretion and to inform and advise grand funded students
- Ability to deal with problems involving several concrete variables in standardized situations
- 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.

- Bachelor’s Degree in appropriate or related field from a regionally accredited institution and four (4) years of related international experience (for example, international study, travel, and/or study abroad, residence abroad).

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name