



Position Title: Program Specialist, Completion by Design Grant
Reports To: Executive Director
Department: Academic Affairs
Prepared By/Date: Donna French/07-15-2011
Approved By/Date: Lenore Rodicio/07-15-2011
Revised:

Job Code: 4181
Job Group: SNE
Salary Grade: 12
FLSA Status: Non-Exempt

Summary:

This position provides advanced administrative level support for the MDC Executive Director for Completion by Design.

Essential Duties and Responsibilities:

- Oversees office operations, works with Campus support staff, and provides support accordingly
- Prepares on-line payrolls and other disbursement requests in accordance with grant budget
- Arranges travel itineraries, housing arrangements, ground transportation for consultants and project staff
- Handles highly sensitive and confidential information
- Monitors and maintains official grant records
- Plans and schedules meetings and Campus/College-wide events
- Types correspondence and assists in compiling reports for internal and external distribution to include reviewing document drafts, research reports, data tables, etc.
- Decides on report structure and contents while adhering to grant specifications
- Handles direct inquiries from public, faculty, students, and staff and follows-up with appropriate action
- Completes special projects as assigned
- Answers telephone, screens callers, relays messages and greets visitors
- Produces electronic information by transcribing, formatting, imputing, editing, retrieving, copying and transmitting text, data and graphics
- Makes decisions regarding dissemination of information, screening of visitors and deferral or immediate action in absence of supervisor
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Experience in student Services (e.g., recruitment, advisement) or academic affairs (e.g., teaching, curriculum development)
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge of current developments/trends in educational reform
- Excellent organizational and communications skills (both oral and written)
- Proficiency in Microsoft Office applications and solid computational skills
- Ability to work collaboratively and effectively with constituents, departments, community based organizations in a diverse community
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from senior management, groups of managers, clients, customers, and the general public
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to work in a multi-ethnic and multicultural 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 from a regionally accredited institution and three (3) years of experience in an academic setting

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name