



**Position Title:** Part-Time Grant Program Coordinator, S.A.V.E.  
**Reports To:** Director, Student Life  
**Department:** Student Life (S.A.V.E. Grant) **Job Code:** 8104B  
**Prepared By/Date:** Donna French/08-11-2011 **Job Group:** H1-NIE  
**Approved By/Date:** Jaime Anzalotta/08-11-2011 **Salary Grade:** HI  
**Revised:** **FLSA Status:** EXEMPT

### **Summary:**

This position supervises the day-to-day operations the Student Access Via Exchange (S.A.V.E.) program; including but not limited to, managing the program's inventory, monitoring revenues and expenditures, and maintaining and ongoing communication with faculty and departments' chairpersons.

### **Essential Duties and Responsibilities:**

- Implements all tasks and deliverables of the Student Access via Exchange (S.A.V.E.) Grant
- Monitors all grant activities and ensures compliance with federal, state, and local requirements such as Miami Dade College policies and procedures and the United States Department of Education
- Composes and ensures the accuracy of all reports required under the provisions of the Student Access Via Exchange (S.A.V.E.) Grant
- Gathers required data for the external project evaluator in a timely manner
- Monitors the S.A.V.E. web site related to the grant project
- Maintains textbook inventory and its condition for future exchange possibilities
- Maintains a Marketing campaign, which includes classroom presentations, posting flyers around campus, etc.
- Works closely with faculty and Chairpersons in an effort to incorporate new textbooks to the program inventory
- Administers and manages program funding including preparation and maintenance of the budget for the grant to assure that program efforts are in compliance with the project's guidelines
- Reconciles accounts to ensure deposits of rental fees
- Works cohesively with the Center for Community Involvement (CCI) in order to maintain a Service Learning component
- Approves and processes time sheets for part-time personnel as per MDC pay schedule
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of grant management including budget, personnel management and reporting
- Knowledge of Microsoft software and specific computer programs related to area of responsibility
- Excellent organization, interpersonal and communication skills (verbal and written)
- Knowledge and expertise in managing web-based projects
- Knowledge in designing, creating, and maintaining internet sites
- Ability to define problems, collect data, establish facts, draw conclusions for reporting purposes
- Ability to work effectively with faculty, staff, students and the community
- 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 Business Administration or related field and three (3) years of experience in grant management and expertise in web based projects

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name