



Position Title: Part-Time Grant Coordinator, College Board

Job Code: 8227

Reports To: Director, Testing

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time College Board Grant Coordinator coordinates the grant on a college wide basis, serving as the liaison with other MDC Campus Coordinators.

Duties & Responsibilities:

- Works with District Special Accounts to establish the Grant Accounts
- Provides guidance to other campus coordinators regarding budget, recording, monitoring, reporting, and designing all phases of the grant
- Conducts meetings with Campus Coordinators
- Reports to the Dean of Student Services at the North Campus with regard to this project
- Hires workshop providers and assistants to participate in this initiative
- Holds meetings with assistants
- Tracks the number of students participating and grade and subject level taught
- Ensures completion of evaluation instruments provided by the College Board
- Provides training and assistance for workshop providers
- Monitors daily activities of program
- Prepares a survey for students to complete at the end of each session
- Compiles results of survey
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in and three (3) years of experience.
- Excellent written and verbal communication skills
- Strong interpersonal skills with both faculty, staff, and student populations
- Strong computer and analytical skills
- Ability to work independently or on a team
- Ability to interact effectively and work collaboratively with other departments and institutions
- Ability to listen and positively respond to student and co-worker requests
- Ability to exercise considerable judgment in the application of college policies and procedures
- Ability to be creative and innovative
- Ability to work and function in a multi-ethnic, multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name