



Position Title: Part-Time Grant Coordinator

Job Code: 8227

Reports To: Program Manager

Grade: HI

FLSA: Exempt

Job Description:

The Grant Coordinator is responsible for the coordination of the grant funded by the US Department of State and NOVA from inception to completion and for various activities, coordination, and implementation of the financial and operational performance of the grant.

Duties & Responsibilities:

- Coordinates day-to-day project operations and works closely with the Program Manager, faculty and staff to implement the project
- Reviews literature dealing with funds available from governmental agency
- Discusses program requirements and sources of funds available with administrative personnel
- Confers with personnel affected by proposed program to develop program goals and objectives, outline how funds are to be used
- Submits proposal to officials for approval
- Meets with representatives of funding sources to work out final details of proposal
- Directs and coordinates evaluation and monitoring of grant-funded programs
- Develops a communication plan for international students and coordinates the plan's implementation
- Coordinates all aspects of the MDC portion of the Community College Initiative Program throughout the year for students
- Develops and oversees the annual budget for the grant and assists students with budgeting personal expenditures
- Coordinates and implements events and activities on and off campus and executes the proper paperwork
- Manages and supervises the functions of the grant
- Maintains budget records for program and for auditing purposes
- Serves as advisor and liaison to students by arranging student housing and cultural site visits, overseeing orientation, arranging health insurance coverage for the international students, developing internship, service learning, and professional development opportunities and organizing US culture and society and democracy classes
- Resolves conflict on an ongoing basis
- Organizes individual mentors for exchange students
- Ensures that College policies, regulations and guidelines are followed
- Develops and implements Individual Program Plan and continues Group Activities
- Oversees a week long Orientation for two groups of international students
- 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

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name