



Position Title: Part-Time Grant Specialist-Walmart Grant

Job Code: 8227

Reports To: Department Chair

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Grant Specialist for the Walmart grant will be responsible for coordinating recruitment activities, academic outreach services, and various workshops designed to educate and enroll high school students and their families in College. This individual will work closely with high school and College faculty, Student Services and the academic departments.

Duties & Responsibilities:

- Responsible for overall project coordination ensuring that all project goals and objectives are met by working closely with high school students, faculty, staff, and administrators.
- Coordinates field trips to the College and visits to high schools to make presentations to students, parents, and teachers about College admission, enrollment, degrees, and careers.
- Provides students with assistance with advisement, registration, financial aid, textbooks. Also, provides career related information.
- Secures student information and performs follow-up; communicates with students on a regular basis via in-person, telephone, mail, and e-mail to provide information about College admission and enrollment.
- Develops and maintains electronic databases and uses other technology to communicate and track student progress; prepare grant reports; and perform other job requirements.
- Designs appropriate marketing and promotions material to promote College to high school students and their families.
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in Business related discipline and three (3) years of experience working with students.
- Demonstrated working knowledge of College programs and experience involving admission, testing, advisement, registration and financial aid.
- Must have experience using Microsoft Office.
- Must possess good oral and written communication skills and have excellent public relations, organizational and decision-making skills.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name