



Position Title: Part-Time Small Business Education Grant Clerk
Job Code: 8300 **Grade:** C1
Reports To: Chair of the Business Department and Program Consultant **FLSA:** Non-exempt

Job Description:

The Part-Time Grant Clerk performs basic clerical and administrative support duties.

Duties & Responsibilities:

- Files, answers phones, sorts incoming mail and delivers outgoing mail.
- Prepares and processes all necessary forms, including equipment requisitions.
- Maintains files and supports the individual requisition
- Assists with coordination of seminars and special events.
- Preparing any other types of internal reports and submitting them on timely basis
- Performing other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or GED.
- Proficient in Microsoft Office.
- Experience in clerical work.
- Good customer service skills.
- Superior ability to learn program details.
- Excellent interpersonal and communication skills.
- Ability to follow oral and written instructions.
- Ability to project a positive image of the College and its programs.
- Bilingual English/Spanish.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name