



Position Title: Part-Time Grant Clerk

Job Code: 8300

Grade: C1

Reports To: Small Education Business Grant Program Manager

FLSA: Non-Exempt

Job Description:

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

Duties & Responsibilities:

- Prepare MDC forms and/or online requests, such as room reservation, media and network services, etc.
- Keeping files for both coordinators
- Phone contact with participants of both programs
- Create and maintain spreadsheets on seminars, presenters, applicants, etc.
- Create and update Access database of current and past participants
- Send out e-mail blasts to participants in order to update them with new developments, schedules, driving instructions to seminars, etc.
- Order supplies
- Strong organizational skills are a must
- Maintain records relative to budget expenses
- Flexible work schedule depending on deadlines
- Assists coordinators in the Interim and Final Grant Reports
- Must be able to work when seminars take place, whether in the evening or a Saturday
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School diploma or GED required
- Proficient in Microsoft Office applications
- Minimum six (6) months of clerical experience
- Possess excellent interpersonal and communication skills
- Ability to project a professional image of Miami Dade College, particularly in an off-campus setting
- Possess superior ability to learn program details in a short time frame
- Must be able to communicate effectively
- Ability to relate closely with small business owners from the designated areas as stated in the Grant Agreement
- Ability to work with a multi-ethnic and multi-cultural population
- Temporary grant-funded position. Work schedule will vary 25-30 hrs. per week depending on starting date, through May 31, 2011

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name