



Position Title: Part-Time Assistant Grant Coordinator, College Board

Job Code: 8349

Reports To: Director, Testing

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Assistant Coordinator provides administrative support to the College Board Grant staff.

Duties & Responsibilities:

- Contacts each designee of the assigned high school to determine the school's individual tutoring needs
- Coordinates workshops to be offered at the high schools
- Assists in developing a calendar of workshops and parent sessions
- Ensures that tutoring sessions are open to all interested students in high schools and in the priority high schools
- Assists in publicizing the availability of these sessions
- Assists in tracking the number of students tutored and which grade and subject was taught
- Ensures that evaluation instruments provided by the College Board are completed
- Collaborates with their assigned high schools to oversee program activities
- Assists in providing materials to be used at the workshops
- Attends workshops
- Conducts observations of process and workshops
- Ensures tracking of students using College Board student rosters
- Reports issues or problems to the coordinator
- Oversees the administration and collection of College Board evaluations of the projects at the assigned schools
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from an accredited institution and two (2) years of related experience.
- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational decision-making skills
- Proficiency in Microsoft applications
- Ability to work independently with limited supervision
- Ability to work 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