



**Position Title:** Part-Time N-CAB Grant Administrative Coordinator

**Job Code:** 8349

**Reports To:** Department Chair

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time N-CAB Grant Administrative Coordinator monitors, prepares, and coordinates processes for a grant position which involves assisting students, staff, and/or facilitator in daily grant activities.

**Duties & Responsibilities:**

- Organizes and maintains/prepares schedules, documents, calendars, and/or equipment or supplies
- Participates in departmental activities or events that serve students/faculty or the community
- Coordinates workshops and services for staff, students, or faculty
- Coordinates and schedules meetings
- Performs specialized tasks that aide a department in providing services to students, staff, or faculty
- Assists with purchasing and installation of software/hardware equipment
- Performs duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree from an accredited institution and two (2) years of related experience
- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent organizational and decision-making skills
- 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