

COORDINATOR OF SPONSORED PROGRAMS, GRANTS, AND CONTRACTS FOR PERKINS
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 20
REPORT TO: ASSOCIATE VICE PRESIDENT OF INSTRUCTION
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Coordinates Perkins grant activities including academic and technical and employability skills of secondary education students and postsecondary education who elect to enroll in career and technical education programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates Perkins grant activities.
- Monitor, collect, and analyze data from Career and Technical Education student assessments and the Perkins Programs.
- Collaborate with administration to create a comprehensive needs assessment by gathering input from all stakeholders. Subsequently, conducts a comprehensive needs assessment and use results to design and plan a budget for program implementation.
- Evaluates program proposals and applications for conformance with grant requirements and goals.
- Coordinates, tracks, and analyzes the grant deliverables and outcomes with funding agency.
- Monitors use of grant funds awarded to ensure adherence to all terms and conditions, including grant budgets and expenditures.
- Assists with the preparation of contracts and agreements related to grant activities.
- Communicates fiscal and legal responsibilities to the College and college personnel involved, including establishing operational budgets, program requirements, interpretation of allowable costs, and negotiation of awards.
- Prepares reports on a regular basis to ensure grant progress and compliance and to submit to funding agencies as specified in the grant guidelines.
- Assists with the process for systematic review and evaluation of the Perkins program per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Assists in the planning and implementation of a variety of employability activities and events for career and technical students and markets these activities to the College community.
- Works closely with team leaders, faculty committees and committee chairs to prepare project plans, agendas, minutes, and other documentation necessary to support the planning and development of grant-funded projects.

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- Maintains awareness of best practices, emerging trends and new legislation relating to Perkins grants.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite. Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to perform and excel in a high-tech all-digital environment.

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REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university.
- At least two (2) years of related or direct experience.
- Experience of working effectively in a team environment with a customer service focus.

PREFERRED EDUCATION AND EXPERIENCE

- Bilingual in English-Spanish.
- At least two (2) years of direct experience in grant management.

CERTIFICATES AND LICENSURES

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. * Do you have a bachelor's degree from an accredited college or university?
 - Yes
 - No
3. * Do you have at least two (2) years of direct experience in the student activities functional area at a college or university?
 - Yes
 - No
4. *Do you have experience of working effectively in a team environment with a customer service focus?
 - Yes
 - No
5. Are you bilingual in English-Spanish?
 - Yes
 - No