



Job Description

Job Title: Grant Program Coordinator

JTC: CO3

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for developing, implementing and monitoring programs which ensure program participation and program compliance are within the grant objective.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong knowledge of grant funding policies and procedures and applicable local, state, federal and university regulations. Knowledge of federal, state and community funding sources and mechanisms. Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.

Ability to develop and produce grants and other proposals. Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports. Demonstrated skill level in the use of personal computers and related software applications.

Establish and maintain working relationships with a diverse, multicultural district-wide network and external constituents to ensure deadlines are met. Able to act as a liaison between the college location and external groups, businesses, schools, and universities, which requires the ability to refine, advance, and promote the support services for the specific grant program.

Ability to provide technical advice and information to faculty and staff in area of expertise. Must be able to interpret complex regulations and requirement. Demonstrate managerial skill that is responsible for providing a link between the specific grant program and DCCCD individuals and groups.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus three (3) years of experience in grant coordination and/or programming. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans and oversees the support services and programs to assist grant program participants. Administers student application process, including receipts of applications, evaluation and communication with applicants and schools. Develops, implements and monitors internal schedule to produce accurate and timely reports for all constituents.

Monitor and prepare grant program information for parents and participants on programs for coordination with the college location, schools and partners. Performs analysis and assures that updated information is generated. Manages all processes for the grant program including, but not limited to, receipt of application and communication with applicants, funding sources, program management and evaluations, etc.

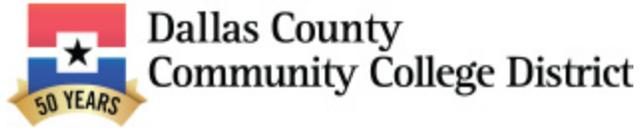
Collaborates with internal and external constituent groups, such as other colleges, businesses and philanthropic communities and school districts and assists these organizations with the interpretation of policies and procedures as they relate the specific grant program. Provides program expertise in the design and implementation of special events in collaboration with schools and specific grant program partners. Advising of students may be inclusive of one-on-one interaction, phone, and/or online advising.

Manages specific grant program budget allocation; assists in grant writing for renewal of grant. Depending on assigned location, responsible for hiring, training, supervising and evaluating assigned staff. Some positions may be responsible for hiring and training part-time staff, students, tutors and/or volunteers. Administers grant program website required to communicate and promote the specific grant program with participants, schools, colleges, businesses and community and to record student programs, achievements and activities.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the



total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.