

# **ANNOUNCEMENT OF VACANCY**

## **Externally Funded Grant Position**

**POSITION:** **Grants Assistant- Career & Technical Education Grant**

**DESCRIPTION:** Provides program, administrative, and information technology support to Career & Technical Education Grant Director.

**QUALIFICATIONS:**

- Minimum one year experience working with Youth Transition to Work, Construction Trade for Women and Minorities, and Work Readiness grant programs (required)
- Knowledge of grant operations and procedures
- High school diploma (Associate's Degree preferred)
- Excellent organizational and time management skills
- Strong computer skills Strong communication and interpersonal skills and the ability to maintain a high degree of confidentiality

**STARTING SALARY:** \$28,000

**PROCEDURE:** Submit request for formal application to:  
**Human Resources**  
**Gloucester County College**  
**1400 Tanyard Road**  
**Sewell, NJ 08080**  
[www.gccnj.edu](http://www.gccnj.edu)

Position open until filled

Women and Minorities Encouraged to Apply  
Affirmative Action/Equal Opportunity Employer

**10/13/09**