



GLOUCESTER COUNTY COLLEGE

POSITION DESCRIPTION

Date: Rev:

POSITION TITLE: **Grants Assistant- Career & Technical Education Grant (Externally Grant Funded)**

ORGANIZATIONAL UNIT: Continuing Education

EEO:

REPORTS TO: Career & Technical Education Grant Director

GRADE

GENERAL DESCRIPTION

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

DUTIES

1. Performs varied secretarial duties including work requiring Use of independent judgment and discretion.
2. Composes correspondence, reports, and memoranda
Daily use of computers, data bases, and electronic mail.
3. Coordinates and schedules meetings and activities
4. Attends consortium meetings
5. Updates and maintains grant manuals
6. Prepares and distributes minutes of all meetings
7. Prepares time and activity reports for all consortium partners.
8. Evenings and weekends availability is required
9. Performs other related duties assigned

MINIMUM 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 (required).
- 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