

# **Grant Project Assistant**

Half-time, 12 Month, Categorically Funded Position (through June 30, 2008)

## **SUMMARY OF POSITION**

To assist the Project Director with the coordination for the Project. Some evening and weekend work may be required; work assignment includes all District campuses and sites; location assignments other than District campuses and sites may be required.

## **EXAMPLE OF DUTIES & RESPONSIBILITIES**

1. Coordinate Advisory Meetings
2. Promote the on-line training needs assessment survey and procure companies responses
3. Attend Biotech industry fairs, forums, etc. and participate by coordinating speakers/exhibitors, as appropriate
4. Keep track of the Workshop schedule
5. Promote and market workshops by disseminating information to companies, businesses, other educational institutions, agencies, etc
6. Coordinate with the Community Education personnel for registration fees
7. Arrange for logistics of Workshops
8. Confirm presenter for each Workshop at least 1-week prior
9. Collect participants' information on the day of the workshop using EWD Data Collection Forms and enter in the EWD database
10. Collect evaluation forms at the end of each workshop and summarize the responses on Excel spreadsheet. Discuss any evaluations highlights with the Project Director
11. Keep current files of all grant project documentation per EWD requirements

## **EXPERIENCE AND EDUCATION GUIDELINES:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge:**

Excellent English usage, spelling, grammar and punctuation  
Principles of public relations, telephone etiquette, customer satisfaction

### **Skills:**

Excellent communication skills  
Excellent computer skills, Microsoft office

### **Abilities:**

Accuracy, reliability, self-starter