Ohlone Community College District

Grant Project Assistant

Half-time, 12 Month, Categorically Funded Position (September 30, 2010)
Range 29

POSITION

Assist theTitle III Grant Activity Coordinator and Project Director with the coordination of Activity Projects. 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 Project Team and Monitoring Team meetings; take minutes;
2. Maintain Time and Effort Reports;
3. Assist in collection and assembling of Activity/Performance reports;
4. Schedule room reservations for the ITC and set up room for activities;
5. Assist with promotion and marketing Title III activities and accomplishments, such as:
    a. Maintaining Title III email site and facilities announcements
    b. Assisting with production of Title III newsletter
6. Assist with Staff Development activities, such as:
    a. Arrange logistics for Learning College Week including planning implementation, and assessment;
    b. Promote on-line needs assessment and workshop evaluations;
    c. Schedule, register and/or pay for conferences/workshops related to Title III activities;
    d. Processing Staff Development conference requests and reimbursement;
    e. Maintaining Staff Development Access database data collection;
7. Conduct related clerical tasks for the grant activities
8. Keep current files of all grant project documentation per EDGAR requirements, including maintenance of equipment inventories;
9. Working collaboratively with those contacted in the course of work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge:

1. English usage, thorough knowledge of English grammar, spelling, grammar, and punctuation, vocabulary and composition;
2. principles and procedures of record keeping;
3. basic principles and techniques used in public relations and interpersonal relationships;
4. modern office procedures, methods, and equipment including computer equipment;
5. principles of business letter writing;
6. word processing methods, techniques, and programs;
7. cultural, educational, psychological and social aspects of working with Deaf people; familiarity with interpreting procedures.

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Skills:

Basic computer skills using Microsoft Office suite, including Access or similar database data entry and spreadsheet software.

Abilities:

1. Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures;
2. perform secretarial and routine administrative work;
3. understand the organization and operation of office and the college as necessary to assume assigned responsibilities;
4. prepare correspondence and memoranda; communicate clearly and concisely, both orally and in writing;
5. establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work;
6. use computers to write reports and correspondence, to prepare flyers, and maintain event calendars;
7. collect research information for the Center and its constituents, and make appropriate referrals;
8. work independently;
9. be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students and the communities served by the College.

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:

Education: High school graduate
Experience: 4 years experience in an increasingly responsible general office position.