

RANGE N05

**JTC NO. CO3
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Grant Program Coordinator

DATE PREPARED: Fall 2004

DATE REVISED: Fall 2008; Fall 2009; Summer 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

A managerial level position that is responsible for providing a link between the specific grant program (e.g. GEAR UP, TRIO, etc.) and DCCCD individuals and groups. Acts as 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. Responsible for developing, implementing and monitoring programs which ensure program participation and program compliance within the grant objective.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 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.
- Plans and oversees the support services and programs as a means to assist grant program participants.
- Administers student application process, including receipts of applications, evaluation and communication with applicants and schools.
- Some positions will provide academic advisement/planning to specific student population/grant program assigned utilizing a variety of resources provided by DCCCD, community organizations, and other colleges, universities and related organizations. Advising of students may be inclusive of one-on-one interaction, phone, and/or online advising.
- 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.
- Develops, implements and monitors internal schedule to produce accurate and timely reports for all constituents.
- Monitors and prepares grant program information for parents and participants on programs for coordination with the college location, schools and partners.
- Coordinates and manages grant program data to ensure that timeliness of accurate queries; 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.

Grant Program Coordinator
Page Two

PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Responsible for carrying out some or all of the tasks outlined within this job description and/or any other tasks as directed by the specific grant program rules/guidelines/requirements.
- Provides program expertise in the design and implementation of special events in collaboration with schools and specific grant program partners.
- 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.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Works with light material requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus three years progressively responsible experience in grant coordination and/or programming or Associate's degree plus five years progressively responsible experience in grant coordination and/or programming. Ability to utilize computer technology to access data, generate reports and communicate with others. Demonstrated oral and written communication skills to interact with varying levels of industry/agency contact and employees of the DCCCD and individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 09/01/04
revised: 09/01/08-rje-ccp
revised: 04/2009-ccp
revised: 9/01/09-rje-msv
revised: 08/2012 - emm
revised: 04/2015 - emm
revised: 12/2016 - emm
ADA/tmm 04.12.19