GRANT GENERALIST (PART-TIME)
Center of Excellence - Chino Campus

This is a grant funded position that is contingent upon receipt of annual funding.

Application deadline: Wednesday, January 29, 2014  4:00 P.M.

POSITION DESCRIPTION
Under general supervision, performs the following major functions for the Center of Excellence: collects, compiles, classifies, maintains, and reports a variety of program data; plans and promotes special events; develops and prepares promotional materials. Monitors funding, performs detailed record keeping functions, prepares financial information and reports. Serves as liaison between offices and assists in centralizing all pertinent documentation that will keep the grant in compliance with Federal and state regulations as well as Chaffey College policy; may direct the work of student assistants. Exercises independent decision making within the scope of responsibilities.

RESPONSIBILITIES INCLUDE
- Assist in the development and maintenance of data bases and tracking procedures for various types of program data; document activities and outcomes; organize data for internal and external reports; maintain manual and electronic files and records.
- Serve as a liaison between supervisor, grant administrator, and funding agencies, and provide a variety of administrative assistance to various groups such as college staff, students, or community groups.
- Assist in the development and preparation of reports, board items, budgets, and grant proposals; collect data and provide research assistance for various studies and reports; provide technical assistance to other staff in areas such as budget preparation, recordkeeping, editing, and computer and software usages.
- Perform detailed record keeping/bookkeeping functions for several programs; work closely with the grant administrator and funding agency to ensure compliance with the specific grant, Federal, and State regulations as well as Chaffey College policy.
- Monitor funds for assigned programs; process various fiscal transactions.
- Prepare a wide variety of financial information, reports, complex spreadsheets, correspondence, state and Federal reports.
- Reconcile financial information and accounts; research and resolve discrepancies.
- Support a variety of departments and organizations in the establishment and maintenance of budgets.
- Participate in planning and hosting college functions, classroom presentations, and outreach events.
- Provide support in the development, preparation, and circulation of promotional materials.
- Attend regularly scheduled grant meetings and compile summary notes.
- Assist in directing the day-to-day activities of student workers.
- Provide clerical assistance when needed.
- Perform related duties as assigned.

DISTRICT QUALIFICATIONS
Any combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- Ability to communicate effectively, orally and in writing, with both internal and external contacts at varying organizational levels.
- Ability to establish cooperative working relationships with staff, administrators, faculty, students, and others contacted in the course of performing assigned duties.
- Ability to maintain accurate records and prepare statistical and narrative reports with a strong attention to detail.
- Knowledge of accounting/bookkeeping procedures.
- Keyboard skills and computer experience, which includes word processing, spreadsheets, database software, and strong knowledge of Internet and e-mail communication.
- Understand and follow written instruction.
- Work independently with little direction.
- Clear evidence of sensitivity to the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
- Associate Degree.
- Knowledge of and experience with Microsoft Office (Word, Excel, Access, Microsoft Desktop Publisher, PowerPoint).

SPECIAL CONDITIONS
- Working hours: Between 8:00am - 1:00pm Monday - Thursday. Hours may vary depending on the needs of the department.
- Continuation of this position is contingent upon funding.
APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application, resume, and copies of transcripts indicating degree (transcripts are only required if you are using your education to meet the qualifications. If copies of transcripts are not attached, your education will not be considered). Photocopies or printouts are acceptable. Official sealed transcripts will be requested upon hire. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a part-time (19 hours per week), 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 16 of the CSEA Salary Schedule with a starting salary of Step A, $1,582.23/month; progresses over time to $2,226.33/month. Excellent benefit package.

Must achieve qualifying scores on tests to be administered by the college: a skills test incorporating letter formatting, English usage, grammar, punctuation and vocabulary; and a basic math test. TESTING FOR THIS POSITION IS SCHEDULED FOR FRIDAY, JANUARY 31, 2014 AT 8:00AM AND 2:00PM. APPLICANTS MUST MAKE AN APPOINTMENT FOR TESTING WITH HUMAN RESOURCES AT THE TIME MATERIALS ARE SUBMITTED OR BY EMAILING MARY.WIXSON@CHAFFEY.EDU WITH THE TEST TIME YOU HAVE SELECTED. PLEASE ARRIVE AT THAT TIME IN ROOM BE-108. DUE TO THE HIGH VOLUME, EMAILS CANNOT BE RESPONDED TO, AND WE ARE UNABLE TO TAKE APPOINTMENTS BY PHONE. PREVIOUS PASSING TEST SCORES WITHIN ONE YEAR WILL BE APPLIED AND YOU WILL NOT NEED TO RETEST.

Chaffey Community College District is committed to equal employment opportunity