



Job Title: Grant Project Manager

CLASSIFICATION DESCRIPTION

Department: Student Services

Pay Grade: 111

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position is responsible for the overall implementation and management of the Educational Opportunity Center (EOC) program providing oversight of the grant, the day-to-day operations of the program, and ensuring that all elements of the program are properly administered and in compliance with the grant guidelines, including the Higher Education Opportunity Act (HEOA) and the General Education Provisions Act.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Coordinates assigned program and/or service, ensuring alignment with overall goals, policies and procedures.
- Coordinates Department functions and/or services which may include: implementing new initiatives to address student needs; managing admission, registration and graduation process; and developing, monitoring, and refining outcome metrics.
- Develops, implements, and provides updates for projects; oversees project deliverables; and resolves difficulties that may arise.
- Administers the key aspects of the program such as determining eligibility, assessing needs, connecting participants to EOC services, coordinating other support in the community, and monitoring the progress of participants.
- Monitors compliance with grant requirements; investigates and resolves issues.
- Tracks grant funded resource equipment, materials, and publications.
- Develops, manages, and communicates resources through program promotions, class presentations, training sessions, and faculty/community partnerships.
- Cultivates and maintains internal and external relationships; participates in a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents program on committees, advocacy groups, and/or other related groups.

- Develops and proposes program plans for assigned area of responsibility, which includes: writing academic/student goals; ensuring alignment with overall College goals; and monitoring and evaluating program compliance with applicable goals and intended results.
- Advises students, faculty, and staff on a variety of issues related to assigned program area(s); evaluates to determine program progress, program adherence, and/or other related issues; and maintains related files.
- Researches and analyzes a variety of data and information, including student database information; summarizes findings in reports.
- Serves as a liaison between industry standards, training providers, employers and students.
- Ensures high quality training opportunities to diverse audiences.
- Prepares, reviews, and submits a variety of reports, work papers, contracts, communications, schedules, and/or statements to and from internal departments, external agencies, and/or other applicable organizations.
- May monitor and administer a budget by submitting justifications for budget items; may monitor program expenditures with grants accounting.
- May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree; three (3) years of related work experience in a field related to the program in college or industry; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory principles and practices;
- Program development;
- Grant management principles and practices;
- Industry sectors and trends in the target industries under the grant;
- Project management;
- Research methods;
- Customer service principles;
- Report writing techniques;
- Community networking principles and practices;
- Applicable federal, state, and local laws, rules, regulations, policies, and procedures;
- Diverse populations and cultures;
- Resource Development; and
- Computers and related software applications.

Skills in:

- Developing and delivering presentations;
- Coordinating;
- Planning;
- Providing customer service;
- Maintaining records;
- Analyzing;
- Ensuring compliance with applicable internal and/or external program requirements;
- Promoting services;
- Using a computer and related software applications; and

- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work; and
- Apply and monitor compliance with applicable federal, state, and local laws, rules, and regulations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	

Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	
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TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights.

Work is performed in a relatively safe, secure, and stable work environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.