

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: SPECIALIST – PERKINS GRANT, BUSINESS AND TECHNOLOGY

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Track student progress related to retention, industry certifications, and career goals. Assist the Dean in the coordination of activities with local business, industry, and community leaders along with college, regional, and state personnel to enhance Career and Technical Education. Assist the dean and faculty with advisory committee activities for A.S. programs. Assist the dean in the development of Perkins Grant proposals and manage budget allocations. Assist the dean in the management of auditable Perkins state reports for performance standards and measures, industry certifications, operational reporting, and programmatic reporting. Assist with job postings and work readiness initiatives in the department. Assist in the management of the workforce guarantee graduate program for A.S. programs. Other duties as assigned.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Associate's degree in Business or related field required; bachelor's degree in Business or related field preferred.
2. Years of experience in the field: Two years related experience required. Experience in coordination and management of federal grants preferred. Experience working in partnership with workforce boards preferred.
3. Special skills or abilities related to the position: Strong leadership, communication, organizational, interpersonal, and problem-solving skills are required.

ESSENTIAL JOB FUNCTIONS:

1. Track student progress related to retention, industry, certification, and career goals.
2. Assist the dean in the administration, supervision, and coordination of Perkins Grant and other related programs.

ESSENTIAL JOB FUNCTIONS (Continued):

3. Assist the Dean in the coordination of activities with local business, industry, and community leaders along with college, regional, and state personnel to enhance Career and Technical Education.
4. Assist the faculty with advisory committee activities for A.S. programs including, coordinating meetings, transcribing minutes, and preparation of annual guidebook.
5. Assist the dean in the development of Perkins Grant proposals and manage budget allocations.
6. Assist in the management of auditable Perkins state reports for performance standards and measures, industry certifications, operational reporting, and programmatic reporting.
7. Assist in the management of the workforce guarantee graduate program for A.S. programs.
8. Monitor and track the Personnel Activity report/certifiers for Perkins Grant employees.
9. Track and organize all documents relating to Perkins expenditures and ensure expenditures meet Perkins guidelines and balance general ledger codes (GLC's) weekly.
10. Assist with Career Services web page and GradCast processes as needed. Duties include data entry, generating reports, and gathering student records.
11. Assist Associate of Science (A.S.) instructors with Weave as needed.
12. Gather reports and analyze data regarding student retention in A.S. programs and work with advisors and other staff to develop strategies to improve student retention with a specific focus on special populations and subpopulations.
13. Assist with department events as needed.
14. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.
- In-district travel will be required – 20%-30%.
- Out-of-district travel will be required – 10%.
- A Valid State Drivers License is required
- Ability to drive a college vehicle

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Dean of Business and Technology, Career and Technical Education