

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION OUTLINE

JOB TITLE: SPECIALIST – PERKINS GRANT

PAY GRADE: P-9

OVERTIME STATUS: 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 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 the first choice for quality higher education in our community." 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 Degree in Business or related field required; Bachelor's Degree in Business or related field preferred.
2. Years of experience in field: Two years of related experience required. Experience in coordinating outreach activities with local employers and programmatic initiatives that lead to student engagement required. Experience in coordination and management of federal grants, required. Experience working in partnership with workforce boards preferred.
3. Special skills or abilities related to 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.

ESSENTIAL JOB FUNCTIONS: (Continued)

2. Assist the dean in the administration, supervision and coordination of Perkins Grant and other related programs.
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.
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. Other duties as assigned.

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

ESSENTIAL PHYSICAL SKILLS:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to 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%

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

PRIMARY LOCATION OF JOB: College of Central Florida, Ocala Campus

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