

# NORTHLAND PIONEER COLLEGE

## Position Description

<b>JOB TITLE:</b> Carl Perkins Grant Specialist	<b>Classification:</b> Non-Exempt Level II (29 hours)	<b>LOCATION:</b> SCC
<b>MANAGER/REPORTS TO:</b> Curriculum Coordinator	<b>OVERTIME ELIGIBLE:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b># OF DIRECT REPORTS:</b> 0

### GENERAL STATEMENT OF RESPONSIBILITIES:

Northland Pioneer College seeks an innovative leader committed to the mission, vision, and values of the College to serve as Carl Perkins Specialist. The Carl Perkins Specialist, who reports directly to the Curriculum Coordinator, has oversight of the Carl Perkins Grant. The Specialist contributes to all aspects of the grant implementation process, including documentation of expenditures, assisting with the development of training workshops for grant stakeholders, and any other administrative and operational requirements of the federal grant. The Specialist also collaborates with the Vice President for Learning and Student Services Council and Instructional Council, as well as various other instructional and student services committees designed to assist with strategic initiatives and planning for the institution. This position is grant-funded.

### ESSENTIAL FUNCTIONS:

1. Work closely with the Curriculum Coordinator and instructional deans to plan and implement a successful grant-funded program to support institutional needs and strategic goals.
2. Serve as a liaison with the Arizona Department of Education and the College.
3. Create purchase requisitions and monitor all expenditures within the program budget.
4. Maintain program databases, files, and assist with audit-related activities.
5. Collaborates with the Institutional Effectiveness Division on data collection/interpretation for grant reporting.
6. Develop and follow the system for tracking purchases; from ordering to delivery to logging expenditures to tagging inventory by item, department, and location.
7. Advises instructional Deans and constituents with regard to administrative procedures and program operation.
8. Participates in the development, implementation, and presentation of training/workshops for faculty and administrators involved in grant management and compliance with funder regulations.
9. Supervises temp workers under the grant.
10. Perform related work as required.

**Standard Competencies:**

COMPETENCIES	DESCRIPTION	PROFICIENCY
Communication	Ability to effectively communicate with students and colleagues in writing and orally.	Advanced
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), SLACK, and various other Microsoft 365 programs.	Basic
Budget Tracking/Reporting	Ability to effectively manage an office budget with effective work-flow practices.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Trust	Ability to inspire and uphold trust.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Advanced
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Advanced
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Basic
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without a reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hear or listen in the normal range (corrected) and speak and give directions clearly.	Basic

**MINIMUM QUALIFICATIONS:**

1. Associate Degree
2. Two years of administrative/office experience (record keeping and/or maintaining budgets)
3. Previous experience implementing grant funded programs

**PREFERRED QUALIFICATIONS:**

1. Bachelor's Degree
2. Experience with Carl Perkins Grant

3. Five years of administrative/office experience (recording keeping and maintaining budgets) or grant writing experience

**TERMS OF EMPLOYMENT:**

- Non-Exempt
- 4 Personal Days
- 12 Holiday Days
- 5 Days Spring Break Leave
- Sick Leave
- Professional Development Opportunities

**BENEFITS:**

Located in rural, Northern Arizona, Northland Pioneer College serves two counties (Navajo and Apache Counties) by providing a vast array of educational opportunities to a diverse population. The College consists of 4 campuses and 5 centers (which also serve communities within the Hopi Tribe, the Navajo Nation, and the White Mountain Apache Tribe). There is ample opportunity in this region to make a difference in students'/community members' lives, while enjoying a rural lifestyle with outdoor recreation and wide-open, tranquil landscapes. Northland Pioneer College is committed to providing, supporting, and promoting lifelong learning.

*Navajo County Community College District, dba **Northland Pioneer College**, is an affirmative action/equal opportunity employer. Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the **Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, AZ 86025, (928) 524-7471**. The Section 504 Compliance Officer is the **Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, AZ 85901, (800) 266-7845**. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14.*