



Position Announcement June 2024

Position:	MSI Special Projects Coordinator
Position Status:	Full time
Application Deadline:	Open Until Filled
Position Location:	To be determined
Work Schedule:	40 hours week / 12 months per calendar year

A review of the completed application packets may begin upon receipt. The position may close at any time after June 25, 2024 based on interviews of qualified candidates and candidate(s) selection.

Job Responsibilities:

The MSI (Minority Serving Institution) Special Projects Coordinator is responsible for providing technical support for grants, contracts, and institutional and instructional effectiveness. Position provides grant and contract support by researching agency requirements, assisting with preparation of contracts and or proposals and supporting on-going grant related assessment activities. The position also is tasked with conducting work associated with maintaining compliance with federal, state, and local entities, providing information and guidance to faculty, staff, and students, and other ad hoc data and assessment-related activities. Position reports directly to the Executive Director for Institutional Effectiveness under the guidance of the Vice President for Institutional Effectiveness. Incumbent maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position requires travel between campuses and other site locations within the College's service area.

Job Responsibilities include, but are not limited to:

- Assist with oversight of existing grant/contract assigned personnel and operations ensuring activities meet grant/contract specifications and desired outcomes;
- Researches federal, state, and philanthropic grant guidelines to determine and apply eligibility requirements;
- Provides support for development of grant and contract applications in support of MSI activities;
- Assists in identifying agencies and community organizations relevant to grant activities to promote student success;
- Assists in monitoring all grant and grant related projects/contracts as assigned;
- Maintains files of grant requests, proposals, responses and associated documentation;
- Plans, coordinates, and conducts recurring internal surveys and other assessments to ensure quality programming of services;
- Conducts internal and external surveys as required by funding agencies;
- Assists with data analysis, interpretation and publication of results to promote quality programming supporting student learning;
- Gathers data and submits required mid-term and annual grant reports;
- Provides professional development activities for faculty and staff that promote equity and inclusion;

- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Technical Competencies:

- Ability to apply project management skills
- Skill in using relevant computer software, e.g. Microsoft Office products
- Ability to use relational databases and electronic assessment and survey tools
- Experience with quantitative and qualitative research/ evaluation methodology and techniques, including basic statistics and technical report writing
- Ability to gather and present data in appropriate formats (text, flowcharts, graphs, spreadsheets)

Projected Work Hours/Location:

The College is seeking to fill a position for the Macon or Warner Robins Campus, to be determined. Projected work schedule of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Position may require a flexible schedule to include day/evening or weekend hours to meet the needs of the department as well as travel as needed within the college service area and additional travel as needed.

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned Bachelor's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented two (2) years of related work experience
 - *Note: Experience may substitute for the degree on a year for year basis.*

Preferred Qualifications, in addition to minimum qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Earned Master's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented project management and grant writing experience.

Salary / Benefits:

Gross annual salary range of \$46,080 (Bachelor's degree) to \$51,204 (Master's degree); actual annual gross to be determined by the candidate's highest degree based on meeting published minimum and/or preferred qualifications. This is a fulltime position scheduled to work all 12 months a year and at 40 hours per week. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the

application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.