

ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

**Basic Skills Student Outcome Transformation
Program Grant Coordinator**

50% Assignment

Closing Date: May 31, 2017

Objectives of Assignment:

The Basic Skills Student Outcome Transformation Grant Coordinator will coordinate a set of activities related to the goals and objectives of the BSSOT Program.

In collaboration with administrators, division chairs, and faculty across campus, the Coordinator will work to implement grant goals as outlined in the BSSOT program proposal, which aim to improve the progress and success rates of basic skills students as they transition from remedial education to college level instruction.

BSSOT was created in response to two issues:

1. The lack of students assessing into basic skills who successfully complete college-level coursework and go on to achieve their educational goals.
2. The need to encourage efforts and findings about “what works” to boost success for basic skills students.

Supervision:

This position reports to the Basic Skills Grant Director.

Tasks and/or Activities Required:

- Coordinate and provide leadership to achieve successful implementation of the Basic Skills and Student Outcomes Transformation Program.
- Develop and compile quarterly performance and expense reports and other State Chancellor’s reports as required.
- Collaborate with Student Services and Instructional Services to design and implement activities in the BSSOT.
- Interface with the Office of Research and Planning for reporting, evaluating and data collection.
- Coordinate BSSOT projects and programs with college wide basic skills initiatives, including integration with BSI, Equity, and other initiatives.
- Oversee the BSSOT grant account and manage the budget.
- Ensure timely completion of grant objectives and activities as outlined in the grant proposal, while following state and local guidelines, policies, and regulations.
- Participate in Committee meetings, conferences and workshops.
- Act as a resource to the projects, programs, and staff in the role of Coordinator.
- Maintain open and regular communication with all project stakeholders.
- Collaborate with all Credit and Non-Credit faculty working on BSSOT projects and ensure timely submission of faculty progress reports.
- Ensure project alignment with grant goals and objectives.

- Perform clerical functions that include developing and/or completing forms, documents, generating purchase orders, monitoring and maintaining encumbrances of funds, disseminating material, etc.

Preferred Qualifications:

- Experience with and knowledge of grant-funded programs and initiatives at GCC that address the needs of basic skills students.
- Experience with budget management
- Excellent written and oral communication skills
- Excellent organizational skills
- Knowledge of grant management

Stipend and/or Released Time:

- 50% per semester
- winter/summer stipends subject to review and approval by the Vice President of Instructional Services

Term of Assignment:

This assignment will be for two years and will be subject to annual review and the availability of BSSOT grant funding.

Application Procedure:

1. A complete RTEP Assignment Application or a letter of interest clearly outlining the applicant's qualifications **and** a resume outlining the applicant's experiences must be submitted to the Office of Human Resources by 4:30pm on the closing date.
2. A selection committee will be appointed to interview the candidates for the position.

An application form is attached to this email and is available in the

Office of Human Resources

CLOSING DATE: May 31, 2017

Implementation of this position will be subject to availability of financial resources.

All activities related to this position in no way supplant contractual responsibilities such as office hours, learning outcomes, committee assignments and curriculum revision and development.



APPLICATION FORM
**Basic Skills Student Outcome Transformation
Program Grant Coordinator**
50% Assignment
Closing Date: May 31, 2017

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

*All activities related to this position in no way supplant contractual responsibilities
such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*