



## GROSSMONT-CUYAMACA

COMMUNITY COLLEGE DISTRICT AUXILIARY ORGANIZATION

A 501 (c)(3) Charitable Organization in Support of Academic Excellence

### **PROGRAM ASSISTANT GROSSMONT COLLEGE CTE/WD Strong Workforce**

The program assistant will support the Grossmont College Division of CTE/WD with a variety of duties. The assistant will work with the Dean of CTE/WD and the dean's administrative assistant. A cross-functional model will be used to assist with the variety of work in the division, ranging in support of the dean departments of CTE/WD and administrative duties.

#### **POSITION PURPOSE**

The Program Assistant will assist the designated areas as assigned by the dean and range from supporting strong workforce and career initiatives to departmental work.

#### **ESSENTIAL FUNCTIONS**

- Support the daily operations of the grant, including the implementation of work plans and tracking of work plan achievements.
- Maintain budget-related information.
- Facilitate grant-related communication, including maintaining contact lists, distributing information via email, uploading content to the website, planning conference calls, supporting stakeholders in communicating with the group, and maintaining an archive of meeting materials and project communications.
- Oversee the website, maintain current information, and upload relevant content.
- Schedule committee meetings and subcommittee meetings. Prepare meeting materials, coordinate meeting rooms, catering and audio/visual and meeting materials. Take minutes at meetings, prepare minutes for approval, and post minutes on the website.
- Assist with reporting and data collection.
- Maintain grant-related correspondence.
- Process and assist project staff with the submission of required documentation for the CTE/WD division.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent written, verbal and interpersonal communication skills
- Familiarity with community college systems
- Strong computer skills for communication, scheduling, tracking and reporting
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, consultants, and contract monitors

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Any combination equivalent to: an Associate's Degree and three years of experience in office administration or a Bachelor's Degree with one year of office administration. Advanced skills in Microsoft Office.

#### **WORKING CONDITIONS**

A dynamic office environment with frequent interruptions.

**COMPENSATION**

This is a full-time position with benefits. The starting salary is expected to be approximately \$42,612 (CL 32).

**APPLICATION PROCESS**

You may obtain the job opening notice at <http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html>. The position will be open until filled. To apply you must submit your resume and required cover letter in a single e-mail to: [Auxiliary.Jobs@gcccd.edu](mailto:Auxiliary.Jobs@gcccd.edu). In the cover letter, highlight your qualifications for this position.