PROGRAM ASSISTANT
GCCCD Auxiliary

POSITION PURPOSE
The Program Assistant will assist with the planning, organizing and administration of the day-to-day operations of the assigned grant. The Program Assistant will be employed by the Grossmont-Cuyamaca Community College District Auxiliary Organization (GCCCD Auxiliary), a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District, and other college and community programs. The Auxiliary is contracted by GCCCD to provide support to specific grant-funded programs.

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 grant.

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. Experience working with programs related to CTE, Healthcare, Foster care, and Adult Education is a plus.
WORKING CONDITIONS
ENVIRONMENT: A dynamic office environment with frequent interruptions.
PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meeting or events.

COMPENSATION
This is a full-time position with benefits. The starting salary is approximately $42,612 (CL 32). The duration of this grant-funded position is expected to be 12-24 months.

APPLICATION PROCESS & REQUIREMENTS
This position is expected to open within the next three months and will remain open until filled.
To apply, email your resume and cover letter in a single e-mail to: Auxiliary.Jobs@gcccd.edu. In the cover letter please highlight your qualifications for this position by including any grant-related experience you may have, certifications you’ve obtained, or foreign language(s) spoken.

You may obtain the job opening notice at http://www.gccd.edu/auxiliary/auxiliary-employment/job-opportunities.html.