

Project Specialist – K16 Collaborative Grant

The Border Region Talent Pipeline K-16 Collaborative is a team of education, workforce and economic development and industry stakeholders committed to improving the K-16 education system in the Border Region. Through collaboration and collective action, we will optimize opportunities for all students to transform their lives through education. We will leverage many partnerships to strengthen pathways to build a representative talent pipeline in business, tech, health and education sectors. This position will support the college student internship components of the project—meeting goals of supporting more than 500 student interns. The Project Specialist will be employed by the Foundation, a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District (GCCCD), and other college and community programs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversee the administrative duties of the K16 Collaborative Internship process.
- Be the main point of contact for students and colleges throughout the internship process:
- Participate in internship outreach
- Coordinate internship interviews.
- Coordinate on-board and off-boarding of internships. Track student schedules and payroll.
- Collaborate with project staff to engage stakeholders including key faculty, student services personnel, employers, regional economic development agencies, and other relevant partners
- Support the project in startup and growth phases
- Monitor equity outcomes in internship program and work with grant staff to adapt the activities to meet equity goals.
- Maintain and prepare program reports and student outcome data.
- Support the team in grant reporting
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be a team player
- Must be capable of working with high volumes of students in busy times
- Must be skilled in building relationships and working with college and industry professionals
- Excellent communication skills
- Excellent computer skills, especially with Microsoft 365 and Google applications
- Self-starter who takes initiative
- Ability to effectively manage multiple priorities

- Coordinate and assist with events
- Ability to work and manage projects independently in an unstructured environment
- Ability to professionally represent the project with community stakeholders
- Ability to support students for full inclusion and accessibility, using cross-cultural competency to support a diverse student needs.

DESIRED QUALIFICATIONS:

Two years of work experience in a related field. Desired work experience in education and/or human resources. Associate's Degree desirable or an equivalent combination of education and work experience.

COMPENSATION & BENEFITS:

- The starting salary for this full time position is \$60,720 (Project Specialist 9 A), with fully covered benefits for employee and dependents.
- Annual salary step increases.
- Membership in CalPERS retirement system (vested after only 5 years).
- Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Office, campus, and off-site environment; driving or ride in a vehicle to conduct work; regular 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 meetings or events.

CONDITION OF EMPLOYMENT:

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work. NOTE: Offers of employment are contingent upon successful fingerprint clearance.

APPLICATION PROCESS:

Please apply by June 7, 2024. 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 related experience you may have, certifications you've obtained, or foreign language(s) spoken.

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

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EMPLOYER**