



PROJECT SPECIALIST III – GROSSMONT COLLEGE

TRIO Educational Opportunity Centers

The Program Specialist will support the [TRIO Educational Opportunity Center](#) (EOC) program at Grossmont College. This includes, but is not limited to, working directly with prospective EOC participants. EOC supports participants enrolling in college and career training programs. EOC reduces the unique barriers for participants entering or re-entering education to support these prospective students in achieving their educational and career goals. This is a part-time position, no more than 20 hours a week. The Program Specialist will be supervised by the EOC Project Director and will be an employee of the Foundation for Grossmont and Cuyamaca Colleges.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Support the Project Director in implementing the EOC grant.
- Work directly with students to provide EOC services helping them transition to higher education
- Develop individualized academic support strategies for participants in a one-on-one or group setting.
- Collaborate with departments such as admissions and records and financial aid.
- Provides information on secondary education, postsecondary programs, financial aid admissions and enrollment.
- Assures compliance with program regulations and assurances necessary for operation.
- Maintain, prepare, and process accurate and confidential, digital/paper records, documents and contact notes for data-tracking and to ensure program compliance.
- Hosts presentations, webinars/workshop, fieldtrips, and community events.
- Work with community partners and schools to recruit students to participate in the EOC program.
- Support student data management and tracking.
- Maintain strong communications with collaborative partners to ensure effective implementation of the grant.
- Input participant data into records management system.
- Refer students to student and community services as needed.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills

- Familiarity with adult education and higher education, financial aid applications, college application process (community college, CSU, UC and Common Application)
- Caseload management and recruitment skills, maintain accurate and confidential records
- Strong computer/technology skills for communication, documentation, regulation compliance, scheduling, tracking, and reporting
- Strong organizational skills, time-management, ability to multi-task and meet deadlines, and paperwork completion
- Knowledge of budgeting preparation and financial/economic literacy
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member, demonstrate professionalism, positive communication, and an organized safe working environment

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

- Bachelor's degree in Education, Counseling, Business, or related field from an accredited institution.
- At least 2 years working with participants from diverse cultural and educational backgrounds; and
- At least 1 year of experience providing outreach activities with high school students or in the community;
- Knowledge of postsecondary education programs and services; and
- TRIO or similar program with case management experience preferred
- Spanish, Arabic, Farsi, Pashto or Dari language proficiency preferred.

COMPENSATION:

For this part-time position (no more than 20 hours a week), the hourly rate is \$25.00/hour. This position does not qualify for health or retirement benefits, but it does include paid sick time.

CONDITIONS OF EMPLOYMENT:

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

WORKING CONDITIONS:

ENVIRONMENT: Office, campus, and off-site environment; driving a vehicle to conduct work; constant 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.

APPLICATION PROCESS:

This position will remain open until filled. To apply, **email your resume and cover letter in single a PDF** 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.