

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Part Time Perkins Grant Specialist	FLSA status:	Non-Exempt
DEPARTMENT:	Fiscal Services	REPORTS TO:	Grant and Asset Manager

Position summary: Under indirect supervision, this position is responsible for the total supervision of the Carl D. Perkins grant. Also responsible for assisting in the implementation of tracking progress, completion, and barriers inhibiting success of CTE students including special populations. This position reports directly to the Grant and Asset Manager.

Position responsibilities:

- Student interactions when requesting and receiving need requests, card distribution, tracking requests and submitting monthly invoices for: child care and emergency funds.
- Complete Comprehensive Local Needs Assessment (CLNA); Maintain required documentation for CLNA; Monitor and ensure completion of CLNA program goals. Update CLNA as needed. Oversee CLNA Task Force.
- Prepare Basic Grant Application (annual), Bi-Annual and Annual Performance Reports, Amendments and Re-allocations as needed. Maintain annual financial and programmatic documentation.
- Complete Perkins Quarterly Financial Reports, submitting to Panola College's Chief Financial Officer for review, and submission to the THECB. Monitor budget monthly. Review and stamp requisitions, POs, etc. for Perkins ensuring procurement guidelines are followed.
- Ensure Perkins guidelines are met in the preparation of brochures, student handbook, catalog information, advertising, media, and promotional purchases for events.
- Participate in appropriate professional development activities. Participate in and/or chair committees as needed.
- Provide innovation and vision for the College.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate degree preferred with at least 2 years' experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, and students.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Strong computer, data collection, analytical, and organizational skills.
- Excellent written and verbal communication skills with a demonstrated ability to interact with people at all levels.
- Ability to foster a cooperative work environment. Enthusiasm and ability to thrive in an atmosphere of constant change.
- Ability to work with a diverse team in a fast-paced environment.
- Willingness to travel and valid driver's license.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- No or very limited travel – only to off campus locations.