



Position Announcement March 2018

Position: IE Grants & Assessment Specialist

Position Status: Full time

Application Deadline: March 22, 2018

Position Summary:

The IE (Institutional Effectiveness) Grants & Assessment Specialist position is responsible for assisting in the planning, implementation, execution, and reporting for grants and internal and external assessments in support of institutional and instructional effectiveness. This includes providing support for grants by researching grant requirements, assisting with preparation of proposals and supporting on-going grant related assessment activities. The position also is tasked with conducting work associated with annual planning, student learning outcomes, assistance with recurring internal and external surveys, and other ad hoc assessment-related activities. Position reports directly to the Director for Institutional Effectiveness under the guidance of the Vice President for Institutional Effectiveness. Incumbent maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position requires travel between campuses and other site locations within the College's service area.

Job Responsibilities include, but are not limited to:

- Researches federal, state, and philanthropic grant guidelines to determine eligibility requirements;
- Provides support for development of grant applications and relevant assessment activities,;
- Assists in identifying agencies and community organizations relevant to grant projects;
- Maintains files of grant requests, proposals, responses and associated documentation;
- Assists in monitoring all grant and grant related projects/contracts as assigned.
- Assists in the oversight of system protocols for Institutional operational assessment planning and student learning outcomes, including regular system maintenance, annual updates, and assisting users;
- Assists in tracking of results for planning goals and outcome assessments;
- Plans, coordinates, and conducts recurring internal surveys and other assessments;
- Assists with data analysis, interpretation of results, and publication of results for recurring internal surveys;
- Conducts needs assessment surveys for active occupational programs and new programs under consideration;
- Responds to external survey requests by collecting data, coordinating with other College units as appropriate, and adhering to reporting deadlines.

Technical Competencies:

- Skill in using relevant computer software, e.g. Microsoft Office products
- Ability to use relational databases and electronic assessment and survey tools

- Experience with quantitative and qualitative research/ evaluation methodology and techniques – including basic statistics and report writing
- Ability to gather and present data in appropriate formats (text, flowcharts, graphs, spreadsheets)

Location/Schedule:

This position will primarily work the College's normal day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday and 7:45 a.m. to 3:30 p.m. Friday. A flexible schedule or additional hours to include evenings and/or weekends as needed. Position will be assigned to the Macon Campus with travel to additional locations and other professional travel as needed.

Minimum Qualifications Required:

- Associate's Degree from an accredited college or university
- Three (3) years documented related work experience

Preferred Qualifications, In Addition To Minimum Qualifications:

- Bachelor's Degree from an accredited college or university.
- Documented work experience researching grants and developing applications
- Documented work experience managing operational planning and assessment processes and systems

Salary / Benefits:

Target salary range in mid \$30's; actual gross salary will be based on the candidate's highest qualifying degree. This is a 12-month, full-time position and is eligible for benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

APPLICATION PROCEDURE:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application

packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit Records Check
Psychological Screening	Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cjohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.