

Human Resources

EXTERNAL POSITION OPEN*Grand Rapids Community College is committed to a diverse and inclusive work and learning environment.***External posting, open to any qualified candidate**

Date: January 8, 2019
 Title: Support Professional, School of Workforce Development
 Job ID: 947
 Schedule: 40 hours/52 weeks, 8:00 am – 5:00 pm, including some evenings
 Salary: APSS, Level A - \$17.76 per hour
 Reports to: Dean of the School of Workforce Development
 Posting closes: January 22, 2019

Summary

Provides administrative support to the Dean in order to, effectively manage the Carl D. Perkins grant, successfully meet deadlines, and meet School of Workforce Development (SWD) goals. In addition to providing administrative support to the Dean, this position also provides administrative and technical support to faculty and staff utilizing Perkins funds for SWD related activities. The position duties include, but are not limited to: monitoring grant budget and expenditure in coordination with Dean, processing faculty payroll and reimbursements, and tracking of all Perkins related activities. Strong candidates will possess good knowledge of financial management skills including the development and management of budgets and financial reporting, and demonstrate excellent communication and project management skills.

Essential Job Functions

- Provide high level administrative support to the Dean of Workforce Development utilizing excellent judgment at all times.
- Process and verify faculty payroll for the School of Workforce Development to include full-time faculty baseload and overload, assigned and not assigned; part-time faculty load; and release time.
- Calculate faculty payroll corrections during the semester ensuring the mathematical pro-ration and rate(s) of pay for faculty members is accurate.
- Assist the Dean of Workforce Development in the development and monitoring of the Carl D. Perkins grant including but not limited to assisting in preparing the grant in the on-line format with the State's web site.
- Monitor and reconcile Perkins expenses through PeopleSoft and track in Excel.
- Maintain and track all Perkins transactions in SWD.
- Process requests for Perkins professional development funds by tracking requests with the grant plan and confirming receipt of trip proposal prior to Dean's signature of leave requests.
- Assist Workforce Development faculty with the guidelines and preparation of Carl D. Perkins CAP grant applications and submit to the State in their on-line format.
- Act as a liaison and ambassador for the School of Workforce Development leadership team utilizing troubleshooting skills and excellent judgment to assist in conflict/problem resolution.
- Maintain discretion when dealing with sensitive and/or confidential information.
- Greet and direct students and visitors, faculty and staff in a professional manner assisting with questions and concerns.
- Perform general office duties by maintaining general and confidential files, writing general correspondence, scheduling meetings, answering the telephone, sorting and disseminating mail, coordinating work calendars and work schedules for multiple parties.

- Work with the SWD departments and programs in updating and maintaining current list of Advisory Committee members to each occupational area.
- Monitor other budgets and grants that report to the Dean of Workforce Development as the BCO.
- Compile data and track in a timely manner from a variety of sources and create summary reports and recurring reports.
- Coordinate the calendar and daily schedule of the Dean.
- Other duties as assigned by the Dean.
- Regular attendance during normal scheduled hours is required. Being present is essential for serving customers and performing the essential functions of this position.

Non-essential job functions

- Refer students to the appropriate department or program when necessary.
- Arrange for meetings, prepare meeting materials, take minutes and transcribe minutes in a timely manner.
- Assist in setting up School-wide meetings in August and January. Secure rooms and arrange for hospitality. Send e-mail invitation to all staff in the School of Workforce Development.
- Assist in setting up annual Advisory Committee Celebration. Secure rooms and arrange for hospitality. Send email invitation to industry partners.
- Recommend and request training programs and submit to supervisor to stay updated and current on all aspects of the job.
- Participate as a member on teams or committees as requested.

Job Specifications

Education

- Associate's degree required.
- National Career Readiness Certificate (NCRC) preferred but not required.

Experience

- Minimum of five (5) years of administrative assisting experience required.
- Demonstrated experience in budget reconciliation required.

Skills

- Must have strong organizational skills and ability to anticipate needed resources/information to see projects to successful conclusion.
- Working knowledge of computers both enterprise and PC including but not limited to word processing, database programs, spreadsheets, and the willingness to learn PeopleSoft Campus-Wide Information System (CWIS) with demonstrated experience in Student Administration and Financials.
- Ability to learn to run enrollment, faculty payroll, room and other reports in varying formats from the PeopleSoft system.
- Demonstrated experience in prior budget responsibilities.
- Proficient internet navigation skills to upload and download forms and reports to various State and Federal agencies.
- Finalists will be required to complete an office testing module and meet minimum standards, plus possess excellent proofreading skills and have aptitude for detail work. An in-basket assignment may be required.

Physical Demands

- Ability to lift and move up to 25 pounds.

Mental Demands

- Ability to manage projects and work independently on daily routines.

- Ability to respond courteously and appropriately to telephone and personal inquiries from faculty, students, staff, and the public.
- Ability to maintain confidentiality and able to cope calmly with different events and circumstances.
- Ability to work effectively with diverse groups and individuals in a team environment.
- Ability to perform the functions of the job efficiently and cheerfully.
- Willing and able to work as a team with other co-workers.
- Ability to work in a fast-paced environment.

Working Conditions

- Willing and able to work flextime including some evenings.

Method of Application

Grand Rapids Community College is only accepting online applications for this position at <https://www.grcc.edu/jobs>. The posting will remain open until **January 22, 2019 at 11:59 PM**. Please include your resume and cover letter in one document. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer.

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The College will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.

