

# ***SOUTHWEST TEXAS JUNIOR COLLEGE***

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APPLICATION [WWW.SWTJC.EDU](http://WWW.SWTJC.EDU)

## **VACANCY NOTICE**

**Position:** Title V Activity Coordinator/Grant Manager

**Job # 181904710101**

**Location:** Uvalde Campus

**Closing Date:** 12/17/2018, or Until Filled

**Description of Job Duties:** Direct, manage, and oversee all day-to-day Title V project activities and ensure timely achievement of goals and objectives, effective use of resources, and full compliance with Title V, US DoE, and SWTJC policies and procedures; develop and approve budgetary expenditures with CFO oversight; allocate human, material, and fiscal resources to the programs and related activities; maintain equipment inventories; draft fiscal, technical, and progress reports for all constituencies; measure project performance and recommend corrective action; and help ensure long-term continuation of all project components. Also develop/coordinate and may implement a marketing plan for the program. Direct recruitment and selection of student/faculty/staff/community participants. Perform all other duties as assigned.

**Salary:** Commensurate with education and experience. Twelve month administrative position contingent upon Grant funding.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, free tuition at SWTJC for eligible employees and dependents.

### **QUALIFICATION REQUIREMENTS**

**Education:** Master's degree required; Masters or Doctorate degree in a STEM field preferred

**Experience & Training:** Two years of experience in grant management and in working with disadvantaged students who are minorities and/or from low socioeconomic backgrounds.

**Additional Qualification Requirements:** Bilingual (English/Spanish) desirable. Requires discretion and specialized knowledge. Effective organizational and communications skills. Ability to work independently with minimal instruction or supervision. Evenings/weekends may be required. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other locations served by the college.

**Submit Application To:** Director of Human resources (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting a cover letter, SWTJC application form, resume, and copies of official transcript(s). All applications and supporting documents become the property of SWTJC.

#### **NOTICE TO APPLICANTS**

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**