CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Carl Perkins Grant Coordinator – Alexandria Campus

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Natchitoches, Sabine Grant, LaSalle, Rapides, Vernon and Winn) in central Louisiana and has eight sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Natchitoches Site; 7) the Ferriday Site in Ferriday 8) the Sabine Site in Sabine; Additionally, CLTCC provides instruction at high schools and prisons.

SUMMARY:

Reporting to the Carl D. Perkins Grant Administrator (CPGA), the Carl D. Perkins Grant Coordinator/Administrative Assistant will assist the administrator to ensure compliance of the Carl D. Perkins Career and Technical Education Act of 2006 required program activities and services. This position will be integral to ensuring CLTCC’s preparation consistent readiness and maintenance of the internal grant(s) audit process.

Professional Duties and Responsibilities:

Reporting to the Vice-Chancellor of Academic Affairs, the Carl D. Perkins Grant Administrator (CPGA) oversees the monitoring and review compliance of the Carl D. Perkins Career and Technical Education Act of 2006 required program activities and services. This position ensures that CLTCC is meeting the fundamental expectations of the grant as stated in Section 135 of federal Perkins legislation.

The Carl Perkins Grant Coordinator will:

Attend all required professional development activities related to Carl Perkins Grant(s). Assist in the planning and taking of minutes for quarterly Perkins Region 6 meetings. Coordinate with program deans to acquire quotes for CTE program acquisitions funded through Carl Perkins.

Enter travel requisitions for Carl Perkins personnel.

Prepared and enter requisitions and maintain records of expenses to Perkins Grants. Assist with the maintenance of Perkins grant inventory.

Compile and maintain Perkins grant document in monitoring binders for audit purposes and grant oversight accountability.
Reconcile working grant budget line items on each relevant support spreadsheet after the approval of each reimbursement using relevant documents such as paid invoices to ensure sufficient funding balance allocations.

Assist in the compilation of data for quarterly reports.

Assist in the development of the Local Application Plan.

Collect, maintain, and submit all Time & Effort forms for Perkins grant funded personnel. Assist in the regional needs assessment as requested by CPGA.

Work with CTE program dean and instructors to ensure administrative functions of the Perkins grants are met.

Perform other Perkins grant duties as assigned by CPGA.

**Required Knowledge, Skills and Abilities:**

**Knowledge of:**

- Applicable laws, codes, regulations, policies, and procedures

- Demonstrated Ability to:
  
  - Function in a multi-campus/site educational organization to promote the goals of the College
  
  - Effectively use technology and computer software programs, including MS Office
  
  - Work with a diverse population.

  - A strong commitment to and passion for the mission of the comprehensive community college.

**Skills:**

- Excellent written, oral presentation and interpersonal communication skills.

- Superior team-building skills to build trust with others in a rapidly changing environment.

- Excellent organization, planning, and prioritization skills are essential.

**Required Minimum Qualifications:**

- Technical Diploma in Business Administration or related field

- One of more years of increasingly responsible experience in education or sales.

- Excellent customer service skills.
• Excellent written and oral communication skills.

• Proficiency in Microsoft applications (Word, Excel and PowerPoint)

**Expectation:** pass LCTCS Perkins certification exam

**Compensation:**
Compensation will be commensurate with education and work experience.

**Application Instructions:**
• A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
• A detailed résumé that summarizes educational preparation and professional experience for the position.
• Candidates selected for an interview must provide:
  o College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
  o The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
• The selected candidate will be required to undergo a background check.

**Submit documents to:**
yalandataylor@cltcc.edu

**Positions will remain open until filled.**

*Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.*

*Title IX Coordinator/ADA/Section 504 Coordinator:*
(318) 487-5443
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Alexandria, LA 71302