TITLE: Grant Coordinator/Turning Point Program * Grant Funded

DEPARTMENT: Office of Specialized Services/ Student Affairs

FUNCTION: Provides administrative support and oversees the day to day administration of the Turning Point program.

REPORTS TO: Managing Director, Office of Specialized Services

SUPERVISES: Part time program staff and mentors

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Develop and monitor all program related scheduling for students and program staff.
2. Provide clerical support for all aspects of the program.
3. Maintain and update all program related files and documentation.
4. Assist with all aspects of the admission process and new student orientation.
5. Provide direct supervision to all part time staff and program mentors.
6. Build and maintain positive and proactive relationships with key College and community stakeholders
7. Collaborate with the Managing Director, Office of Specialized Services and Office of Grants Administration staff to complete all program related responsibilities as outlined in the TPSID grant.
8. Assist with all issues related to enrolled students.
9. Participate in the development of program goals, assist with preparation and submission of yearly evaluation and APR to the designated office; and fully engages with the College’s Outcomes Assessment Program.
10. Prepare, track, monitor and adhere to grant budget.
11. Act as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules for program staff.
12. Performs additional tasks or duties as assigned by the Managing Director, Office of Specialized Services or other management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Excellent written, communication, organizational, and interpersonal skills required. Has basic proficiency in the use of Microsoft Office Suite.
Demonstrate the ability to work independently with limited supervision. Knowledge of state and federal laws and statutes relating to the rights of individuals with disabilities with specific attention to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Bachelor’s Degree required

**Experience:** Minimum of 2 years of experience working with young adults with intellectual disabilities in a secondary or post-secondary setting preferred.

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