

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: CAREER EDUCATION SPECIALIST**

### **SUMMARY DESCRIPTION**

Under the direction of the Dean of the School of Continuing Education and Workforce Development., perform a variety of grant related activities to ensure program compliance with federal and state requirements concerning Career Education (CE) and associated grant funding; monitor workforce development grant financial and statistical records; and monitor project goals, objectives, and timelines.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Develop and utilize tracking systems to monitor and analyze grant activities, timelines, and associated budgets, purchases, contracts, and employment-related activities; ensure that CE program areas comply with the federal, state, and local grant regulations in their proposed activities including advisement on any potential over or under expenditures or anomalies; investigate the allowability of grant funded purchases; review and verify reports, records, and other material for accuracy, completeness, and conformity with established standards; advise senior management regarding necessary budget adjustments and other budgetary issues that may affect grant outcomes. **E**
2. Perform budget accounting duties for a variety of regional, state, and federal workforce development grant projects; set up and monitor account activities including forecasting of salary and benefit costs, budget transfers, journaling of expenditures, audit support, and reporting of grant fiscal activities as required including quarterly and end-year; coordinate with the District's Financial Services Office in the development of Tentative and Adopted restricted budgets within District procedures and standards of operation. **E**
3. Coordinate, develop, and prepare grant and/or grant renewal applications as well as quarterly/final performance reports and close-out reports (fiscal and program) within required timelines. **E**
4. Research, analyze, and provide a variety of data for numerous scenarios and projected activities as well as Career Education program reports; analyze and compile financial and program data for historical purposes; identify trends in program area spending; prepare and conduct related presentations. **E**
5. Communicate with state Chancellor's Office, funding agencies, regional consortium members, and internal college staff, faculty, and administrators in relation to obtaining updates and development information on program activities and funding sources. **E**
6. Coordinate and lead Career Education program activities, events, and services as needed.
7. Operate a variety of standard office equipment including a computer terminal, associated peripherals, and scanner. **E**
8. Provide work direction to student workers as needed for efficient administration of office and assigned activities. **E**
9. Perform related duties and responsibilities as required.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

Methods and techniques of financial and statistical record-keeping.  
Goals and objectives of a college Career Education program.  
Administrative, secretarial, and clerical practices and procedures.  
Records management techniques and procedures.  
Principles and procedures of record keeping and report preparation.  
Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Basic public relations techniques and procedures.  
Letter and report writing techniques.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Interpersonal skills using tact, patience, and courtesy.  
Mathematical principles and procedures.  
Oral and written communication skills.

### **Ability to:**

Perform complex technical accounting duties related to the establishment and maintenance of Career Education financial and statistical records.  
Perform responsible and varied monitoring duties as necessary for effective administration of grants.  
Perform responsible and varied programmatic and administrative support duties involving the use of independent judgment and personal initiative.  
Relieve the supervisor of routine administrative and office details.  
Plan and organize work to meet schedules and time lines.  
Meet critical deadlines while working with frequent interruptions.  
Understand, interpret, apply, and explain pertinent policies, procedures, rules, and regulations and apply them with good judgment.  
Compile and maintain accurate and complete records and files.  
Assemble data and prepare reports.  
Compose correspondence independently.  
Post data and make arithmetical calculations quickly and accurately.  
Compare names and numbers rapidly and accurately.  
Operate a variety of office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Work independently in the absence of supervision.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting or business related courses and three years of responsible administrative support experience that includes project coordination in an educational environment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Modified: December, 2004  
*Johnson & Associates*

Revised: January, 2019  
*Forsberg Consulting Services (Title changed from Vocational Education Specialist)*

Revised: August, 2019  
*Forsberg Consulting Services*