

FORT SCOTT COMMUNITY COLLEGE
Position Description

NAME: _____ **JOB TITLE:** TRiO Grant Data Base Manager

DIVISION/DEPARTMENT: Student Services

RESPONSIBLE TO: Director of TRiO Student Support Services

MONTHS PER YEAR: 12 **HOURS PER WEEK:** Exempt **UPDATE:** 10-15

CREDENTIALS/QUALIFICATIONS:

Associate's degree required, Bachelor's preferred.

Experience of recent auditing, data management and/or contract oversight. Previous experience in project administration, quality control and working with disadvantaged students preferred.

JOB PURPOSE:

This position is responsible to (1) align programming with the US Department of Education TRiO Grant (2) accomplish TRiO grant mission, goals, and objectives and (3) seek sustainability through continued and new funding. Thus, the function of this position is multifold. However, a special focus is placed on ensuring the integrity of data management and providing accurate and efficient reporting of grant-related data. This position reports to the Director of TRiO Student Support Services and is based on the Fort Scott campus

MAJOR DUTIES AND RESPONSIBILITIES:

I. Grants and Data Coordinator:

- Administer and maintain the grant database including data dashboards, forms, templates, reports, data structure, turnaround documents and time and effort reports. Respond to grant data requests and inquiries.
- Oversee quality control of data entry to ensure a clean and accurate data.
- Maintain and update student information using the technology required by the grant contract with the US Department of Education for federal compliance maintaining data for program annual report and other program information.
- Review operating procedures to determine that sound internal safeguards are in place and properly functioning.
- Conduct audits and quality checks of data summaries and reports for internal and external purposes to ensure grants data is reported correctly and accurately.
- Assists the Director with compiling and submitting federal reports and communications.
- Provide technical knowledge on grants data and data structure to other department staff and external evaluators.
- Serve as an interface between TRiO Department, the Student Services Office and Federal Grant Agencies.

II. Office Manager

- Keep the department operations and organization systems in order by indexing, filing, using a variety of software, record maintenance, office correspondence, general clerical duties, scheduling and the like.
- Serve as interface between TRiO Department, Business Office, Printing, IT, Purchasing and other departments on Campus.
- Apply budgetary performance goals to measure the financial efficiency and program effectiveness of grant programs and services.
- Input all financial data transactions into Excel on a weekly basis and accomplishing financial procedures such as filing receipts in TRiO Grant Budget Binder and required documentation to Business Office.
- Coordinate travel and purchase order requests for program staff.

III. TRiO Support Specialist

- Serve as first point of contact with people both inside and outside the TRiO Department.
- Provide high-level customer service to students and the campus community in a professional, helpful and courteous manner.
- Assist with special projects, including scheduling and contacting students for program activities, events and conferences.
- Provide policy and procedural information to program (and potential program) participants.
- Receive TRiO paperwork from students checking for completion and required signatures.
- Generate mailing lists for program recruitment and enrolled students.
- Participate in TRiO sponsored events and conferences as appropriate and stay abreast of TRiO updates, research and information/action or related topics.

IV. Valued Team Member

- Assist and participate in various internal committees and activities.
- Develop professional and respectful work relationships with colleagues.
- Maintain sensitivity, understanding and respect for a diverse academic environment inclusive of students, faculty and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Support the mission, vision and values of Fort Scott Community College and its TRiO Department.
- Assume related duties and responsibilities as assigned

Employee: _____

Signature

Date: _____

All job descriptions are subject to revision based on changing needs of the college.

