

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Grants Manager/Executive Assistant to the Business Office

DEPARTMENT: Business Office

REPORTS TO: Vice President of Business & Administration

SUPERVISES: N/A

FLSA: FACULTY _____ APT X COACH _____

DOCUMENT STATUS: New/Date: X Revision # _____ Date: 03/25/2021

TRAVEL: Some (2 to 3 times per month)

SICK LEAVE: 10 hours per month **ANNUAL LEAVE:** 15 hours per month

COLLEGE-WIDE _____ **CAMPUS:** X **RANGELY** _____ **CRAIG** _____

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. Please visit the CNCC website at www.cncc.edu for application submission details.

Review of applications will begin immediately.

GENERAL SUMMARY:

The Executive Assistant & Grant Manager is responsible for a broad range of professional-level, administrative duties in support of the President. This position manages the day-to-day requirements of the Business Office, and works closely with departments as well as internal and external constituencies especially those perform responsibilities with the College's several active Grants/Funds. This position provides a broad range of professional staff and communications functions to assist with Business Office functions and to ensure timely, complete and accurate reporting of grant/fund projects.

PRIMARY DUTIES:

- Provide high-level professional support to the Vice President of Business and Administration, Controller and other Business Office professionals.
- Coordination of the Vice President's time and calendar to optimize efficiency.
- In concert with Controller, coordinate the timely, complete and accurate reporting of Grant and Fund awards.
- Assist with contract/Lease schedules and management
- Provide support in building the CNCC College budget to include receiving and organizing submissions, data input, preparation of quarterly budget updates to departments.
- Responsible for daily decision-making, information collection, assessment and problem resolution in coordination with the Vice President and Controller.

- Facilitate communication for the Vice President with both internal and external personnel.
- Establish processes to resolve issues and problems with expedited referral of matters to the appropriate office for follow-up.
- Answering phone calls, monitoring and managing email and regular mail.
- Coordinate travel arrangements including airfare, hotel and accommodations, vehicle rentals, event scheduling, etc.
- Process travel forms and other reimbursements.
- Management of special projects/tasks as assigned.
- Provide back-up and support to other offices.
- Assist other staff members as necessary to assure the smooth day-to-day functioning of the Business Office.
- Work with the Craig Campus, Foundation Office, Academics, Athletics, Student Services departments as needed.
- Other duties as assigned.

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. **Education and Training:** Associate's Degree or other training
2. **Prior Related Experience:** A minimum of 2 years of experience in similar position.
3. **Licensure/Certification:** None
4. **Equipment Skills:** PC, copier, printer, and other office equipment
5. **Other Qualifications:**
 - a) Microsoft Office (Word, Excel, PowerPoint). Heavy emphasis on knowledge and used of Excel.
 - b) MS Outlook email
 - c) Verbal and written communication skills
 - d) Excellent interpersonal skills - both in person and on the phone with a positive and professional demeanor
 - e) Time management skills
 - f) Multi-tasking

PREFERRED QUALIFICATIONS:

1. **Education and Training:** Bachelor's Degree
2. **Prior Related Experience:**
 - a) 3 years of experience
 - b) Grant/Fund accounting/reporting experience
 - c) Detailed knowledge and use of Excel
 - d) Community college experience
3. **Licensure/Certification:** Notary or ability to get Notary designation

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing			X			
Walking			X			
Ability to be Mobile			X			
Crouching (bend at knees)		X				
Kneeling/Crawling	X					
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing	X					
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.			X			
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.		X				
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person				X		
Talking on Telephone				X		
Hearing in Person				X		
Hearing on Telephone				X		
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____