



## JOB DESCRIPTION

<b>JOB TITLE:</b> Grant Navigator	<b>FLSA:</b> Exempt
<b>Department</b> Continuing Education	<b>Date:</b> 08/20/21
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-41
<b>Reports To:</b> Director of Continuing Education	

### **Job Summary**

Under the direction of the Director of Continuing Education, the Grant Navigator is responsible for recruiting program participants and helping them successfully complete the program. The Grant Navigator leads the effort to establish relationships with a variety of employers in the craft/trade, construction, utility, municipal and industrial employers throughout the Gulf Coast area. The Grant Navigator also serves as a student mentor and coach, who functions to assist students in linking academic, personal and professional goals to ensure persistence to graduation. Grant Navigator serves as a liaison to services and resources on campus and is vital to developing the key data points needed to ensure program completion. The Grant Navigator assists with the facilitation, coordination, and implementation of Student Support services and activities to improve student success, and services and activities to improve retention, course completion, graduation, and/or transfer rates. The Grant Navigator tracks student performance and complies with all grant reporting requirements including confidential storage of all student records.

### **Essential Functions**

#### **Outreach/Networking w Community Agencies**

- Facilitates production and updating of all outreach materials;
- Develops relationships with local community service agencies in support of outreach and recruitment efforts;
- Recruits and screens potential candidates interested Construction Trades Training Programs;

#### **Enrollment, Orientation, Monitoring**

- Meets with each participant upon enrollment to establish eligibility, to complete all intake documents, to review the employment outlook, to establish an individualized career plan, and to provide an orientation to school rules, expectations and resources;
- Acts as a mentor and motivates participants toward completion and employment;
- Facilitates student to get assistance from the career center with resumes, job applications and job search skills;
- Facilitates instruction in job seeking, application procedures, resume writing, interview preparations and job retention skills;

- Maintains contact with participants' during their enrollment in the program and monitors attendance and progress.
- Advises students and provides linkages for assistance with support services when necessary;
- Builds relationships with local community service agencies for purposes of information and referrals for student support services.
- Participates in and/or facilitates class activities such as field trips, job fairs, guest speakers and completion ceremonies.

#### **Employer Outreach & Student Employment**

- Actively expands employment opportunities available to participants by working with local employers, government, and education/training partners;
- Participates in employer outreach events such as job fairs, conferences, employer advisory committees and Workforce Solutions partner meetings.

#### **Administrative**

- Meets with program staff on a regular basis to ensure appropriate information sharing, coordination of program activities and service delivery;
- Works with CE staff to develop systems and procedures for the position;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Prepares documents, reports, contracts and routine correspondence;
- Prepares quarterly, final and other reports required by the grant.
- Other duties as assigned.

#### **Minimum Education, Skills and Abilities**

- Bachelor's degree in Business, Education, or 5-7 years' work experience in a craft/trade teaching field currently offered by the college, or a closely related area;
- Demonstrated knowledge and skills in the use of integrated software systems and Microsoft Office applications;
- Proficiency in Excel and Word;
- Demonstrated skills in recruiting, networking business and community services;
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, and the public;
- Demonstrated skills in facilitating and modeling a quality customer service orientation;
- Ability to work effectively within an ethnic, cultural and socially diverse student population;
- Ability to work collegially and collaboratively;
- Demonstrated excellent written and verbal communication skills;
- Demonstrated strong interpersonal skills;

- Strong organizational skills;
- Strong customer service orientation and ability to work with a committee or a team;
- Ability to think “outside the box” and to lead and manage change.

**Preferred Education, Skills, and Abilities**

- Master’s degree in Student Services, Education, Business, or a closely related field;
- Construction trade experience;
- Experience in a community college setting working with student admissions, student advisement, student support services, and/or student records;
- Knowledge and strong skills in the area of integrated software systems, particularly Excel.

**Work Environment**

- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards;
- The position requires average agility and good physical condition;
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.
- Work may require some local and state travel

**Special Requirements**

- Ability to travel as required for workshops and conferences;
- Ability to work some evenings and weekends
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

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Signature

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Date