RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Gateway Grant Coordinator

80% Released Time

Closing Date: May 25, 2012

Objectives of Assignment:

The objective of the Gateway Grant Coordinator position is to advance the primary mission of the Title V STEM Gateway Grant: the development of a holistic and unified basic skills program that integrates instruction, student services, and ancillary instruction to improve transfer outcomes for students who begin college as basic skills students.

Description of Assignment:

In collaboration with grant co-directors (Title V Coordinator and English Division Chair), the Gateway Grant Coordinator will evaluate project proposals, monitor approved projects for progress toward stated objectives and completion of promised deliverables, ensure adherence to federal regulations regarding allowable activities and time-and-effort reporting for grant-funded projects, seek synergy with the Basic Skills Initiative and related programs, and promote information sharing and collaboration among faculty, staff, and administrators who serve basic skills students.

Supervision Exercised and Received:

Supervision will be provided by the grant co-directors (Title V Coordinator and English Division Chair) and the Vice-President of Instructional Services.

Tasks and/or Activities Required:

- Educates the campus community about the purpose of the Title V STEM Gateway grant and invites proposals that support the grant's mission.
- Makes recommendations to grant co-directors regarding project approvals, budgets, and timelines.
- Oversees implementation, monitors progress, and ensures completion of all Gateway grant activities and projects that pertain to the grant's primary objective, the development of an integrated basic skills program at GCC.
- Serves as a facilitator of grant projects, provides information and resources, and works creatively to help personnel resolve difficulties that arise as projects are implemented.
- Promotes cross-disciplinary information sharing and collaboration among the various Gateway projects, thereby creating an unobstructed pathway and coordinated system of support for basic skills students.
- Participates in or leads grant-sponsored events on campus and in the community.
- If opportunities arise, participates in or make presentations at Title V-sponsored conferences or workshops relating to basic skills or STEM.
- Communicates regularly with grant co-directors about the progress of ongoing efforts.

- Ensures that all Gateway projects comply with Title V regulations regarding allowable and prohibited activities.
- Ensures that all individuals receiving pay or released time for grant-funded projects comply with Title V time-and-effort reporting requirements.
- Collaborates and coordinates with the state-funded Basic Skills Initiative to promote synergy as the Gateway grant and BSI pursue common goals.
- Collaborates and coordinates with GCC's Title V STEM GAUSS grant to achieve goals the two grants share.
- Collaborates with grant co-directors, the Transfer Center, and GCC's Articulation Coordinator to support the second main objective of Title V legislation, the development of model transfer and articulation agreements with local transfer universities to strengthen pathways for degree completion, particularly in STEM (science, technology, engineering, and math).
- Collaborates with grant co-leaders and GCC's Research Office to support the third main objective of Title V legislation, to further develop within GCC the research capability and evaluation system to support continuous improvement of the basic skills program.
- Assists Title V Coordinator in preparing Annual Performance Reports for the U.S. Department of Education and other reports as required by the college administration or government.

Preferred Qualifications:

- Tenured faculty member with significant experience working with basic skills students in Math, English, or ESL
- Experience with and knowledge of basic skills education and programs at GCC that address the needs of basic skills students
- Experience with and knowledge of state and national trends and developments in basic skills education
- Experience with program management
- Excellent written and oral communication skills
- Excellent organizational skills

Stipend and/or Released Time:

Sumer 2012 – Up to a maximum of 210 hours. Stipend based on hourly rate of $58.96 per hour

Fall 2012 and spring 2013: 80% released time

Term of Assignment:

One year, beginning summer 2012 (with possibility for renewal)

Application Procedure:

1. Interested faculty members should submit a resume or curriculum vitae, names and contact information for two professional references, and a letter of interest that clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The required documents must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.

2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the
Office of Human Resources

CLOSING DATE: May 25, 2012

All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development. This position is subject to availability of continued funding.

APPLICATION FORM

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Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	**GCC Telephone Extension:**
Relevant Experience and Education:	
Other:	
References:	

Employee Signature _____ Date _____

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