



Grant Assistant, Adult Education Job Description

Pay Grid: A1
Status / FLSA Status: Full Time / Nonexempt
Classification: Support Staff
Department: Adult Education
Reports to: Director of Adult Education
Work Location: Main Campus, Oglesby, IL
Hours of Work: Monday through Friday; 8:00 a.m. to 4:30 p.m.

POSITION SUMMARY: To perform bookkeeping, monitor enrollment, and other grant-related functions for the Adult Education Program

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Identify patterns of student nonattendance and discuss with Director.
- B. Accurately maintain, organize and arrange for storage of student data in the method required.
- C. Complete all bookkeeping operations of Adult Education and other grant funds received by Adult Education.
- D. Prepare or assist in preparing budgets and reports for Adult Education and other grant allocations to the Adult Education Department.
- E. Prepare student performance and outcome reports for ICCB
- F. Maintain contact with WIOA partners in order to verify information on student records.
- G. Prepare and submit to Director of Adult Education the monthly, quarterly and year-end reports as entered into DAIS-I, ICCB database.
- H. Assist in completing payroll processing information every two weeks.
- I. Maintain accurate records of spending in each budget category. Advise the Director of Adult Education monthly of over and under spending in any category.
- J. Assist in processing purchase requisitions as required by the Business and Accounting Offices' outlined procedures to meet scheduled payment dates.
- K. Review grant budgets on a quarterly basis and report to Business Office
- L. Provide attendance, retention and budget information for preparation of grant proposals.
- M. Assist with the Adult Education Recognition Event
- N. Monitor enrollment and appropriate class placement of Adult Education students.
- O. Forward Grant Partnership billing information to Business Services.
- P. Aid in preparation for ICCB monitoring visits.
- Q. Participate in staff development and college committees as requested by the Director of Adult Education.
- R. Perform other duties as assigned by the Director of Adult Education.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Continually strive to achieve the College Mission, Visions and Purposes.
- ❖ Attendance at workshops and professional program development seminars and classes.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- 1. High School diploma required.
- 2. Bookkeeping experience required.
- 3. Computer skills in all Microsoft applications required



PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The work environment for this position includes typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.