

**BAY de NOC COMMUNITY COLLEGE**  
**Position Description**

**Position Title: Grant Project Manager**

Bay de Noc Community College is a student-focused, multi-campus institution serving the higher education needs of the south central Upper Peninsula of Michigan. The College is an AQIP institution committed to continuous quality improvement. Bay College takes pride in providing a quality education to transfer and occupational students at two campuses, online, and at other course delivery sites.

The **Michigan Technical Education Center (M-TEC)** began operation on March 17, 2000 with the mission of assisting employers in developing and maintaining the skills of their employees and to promote economic development activity throughout the Upper Peninsula. The M-TEC building houses Bay College's division of Training and Development, which continues the M-TEC mission through a combination of contract training, professional development workshops and seminars, as well as industry training.

Bay College is a recipient of Department of Labor (DOL) funds via the Trade Adjustment Assistance Community College Career Training (TAACCCT) grant.

**PAY GRADE: E-3**

**PRIMARY DEPARTMENT: TAACCCT; 7119 and M-TEC Management; 5990**  
**90% of this position is grant funded (TAACCCT)**

**POSITION TYPE: 5124**

**POSITION SUMMARY:**

This position is split between two roles, with the primary focus being the *TAACCCT Grant Project Manager* role, and a secondary focus on the role of *M-TEC Office Manager*. The ninety percent grant-funded portion of this position involves management and implementation of the TAACCCT grant at Bay College through the *Michigan Coalition for Advanced Manufacturing (M-CAM)*, a statewide consortium of 8 community colleges.

The role involves a variety of functions that support the coordination of all activities and partners in order to accomplish the project goals and deliverables. This requires strategic planning; data analysis and reporting; case management for participants; job coaching and development; participant recruitment, and facilitation of training that meets the needs of students participating in the grant program. Requires maintenance of a high level of interaction with local job force boards, groups and employers to recruit

students and to ensure the TAACCCT-related programming meets the needs of the community. The percentage time of time obligated to grant-funded activities is 90%. The remaining 10% of this job includes responsibility for implementing the non-credit registration process; coordinating and marketing courses, workshops and trainings, and general coordination of the operation of the M-TEC building and Training and Development programs.

**SUPERVISION:**

Works under the general supervision of the Executive Director of Professional and Workforce Development.

**SUPERVISION EXERCISED:**

Supervises contracted service providers from Michigan Works! and other external partners as well as TAACCCT/M-CAM team members. May also supervise work study and/or student workers.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- Associate's degree in business, management, or related discipline
- Two years' experience in an office setting environment
- Proficient in computer/software technology, including MS-Office applications, contact/database management, and graphics production
- Pre-existing competency or ability to quickly learn proprietary software systems, including but not limited to Bay College EMS, Bay College Master Calendar, M-CAM ETO, Bay College website content management system, Jenzabar, Edmentum Plato
- Excellent written and verbal communication skills
- Ability to organize, multitask and prioritize, and delegate work
- Strong customer service focus (inclusive of students – this job requires direct interaction with student grant participants), and ability to work directly with local job force boards, educational institutions and other stakeholders
- Ability to interact professionally both internally and externally
- Ability to build, lead, and motivate effective teams and run effective meetings, both face-to-face and via remote conferencing
- Effective decision-making skills, especially with regard to managing competing priorities
- Accounts receivable and other budget management experience

**EDUCATION, EXPERIENCE AND SKILLS PREFERRED:**

- Bachelor's degree in business, management, or related discipline
- Basic grant knowledge
- Experience in project management and coordination
- Experience supervising project and team activities
- Experience in layout and design of printed and web advertising desired

- Course, training or event coordination and planning experience
- Experience working with customized training and local organizations and businesses

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

### **Project Manager Duties:**

- Convening, administering, and managing grant participants including all consortium members and stakeholders.
- Provide monthly reports for Program Lead, consortium members, Business Office, and DOL consistent with all project goals and objectives and specific requirements.
- Manage the day-to-day coordination of all TAACCCT related programs and office activities, data collection, and administration.
- Maintain files, reports, and correspondence for all TAACCCT grant related activities.
- Collects and organize data about program participants of the TAACCCT grant, and work closely with the Project Lead, TAACCCT and the external program evaluator to assure that reporting requirements of the grant are met using ETO (Efforts to Outcomes software).
- Work with local job force boards, educational institutions and groups, and employers to recruit TAA-eligible and other students into the program and ensure that the colleges' TAACCCT-related programming is meeting the needs of the local economy.
- Coordination of a local TAACCCT advisory panel comprised of constituent stakeholder groups.
- Oversight for delivery of personal, academic and career assessments for students participating in the grant program, including the use of prior learning assessment using the Center for Adult and Experiential Learning (CAEL) methods.
- Facilitate the development of personal education plans that meet the individual needs of the students participating in the grant program, build upon their strengths and interests, and collaborate with academic advisors to outline a sequence of courses and support services in their chosen program of study.
- Identify job opportunities; provide referrals for job interviews, job placement, and employment support services for program participants.
- Establish collaborative relationships with employers, research employment trends, and foster relationships with prospective employers.

### **Office Manager Duties:**

- Creating a supportive working relationship for Bay College initiatives which further the college's mission of student/client success, community success and a

- culture of success that strengthens and fosters community collaborations.
- Build and maintain non-credit workshops in the college data management system.
  - Register, drop, and add students, as well as enter grades and create student records
  - Provide administrative support for workshops such as creation of certificates, course evaluations, room set up and other duties.
  - Coordinate registration payments and refunds and work closely with Business Office to ensure all receivables are entered into college data management system
  - Oversee production of M-TEC printed and digital publications including social media, webpages, Facebook and course catalog
  - Create and maintain databases and create reports, queries and tables as needed

**OTHER DUTIES:**

- Travel when necessary (typical destinations will be 6-8 hours drive each way)
- Train work study or other student workers
- Provide support as needed to instructors, staff and Executive Director when available
- Keep accurate and up to date records, oversee procurement of supplies and management of office equipment
- Provide day-to-day customer support services when available and interact professionally to solve routine problems
- Other duties as assigned

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate, but may be loud in areas of equipment operation.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned into this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Job related functions may be performed with or without accommodations.

This is a ninety percent grant-funded position through a TAACCCT federally funded grant. We are in year two of this four-year grant began October 1, 2013, ending September 30, 2017. The Trade Adjustment Assistance (TAA) program provides benefits and support to workers who become unemployed due to the impact of international trade.

**Date Approved/Revised: 05/28/2015**

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*Employee Signature / Date*

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*Supervisor Signature / Date*



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The eight community colleges and M-CAM is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities. TTY users please call 1-877-878-8464 or visit [www.michigan.gov/mdcr](http://www.michigan.gov/mdcr).

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