



EASTERN WYOMING COLLEGE

POSITION DUTIES & RESPONSIBILITIES

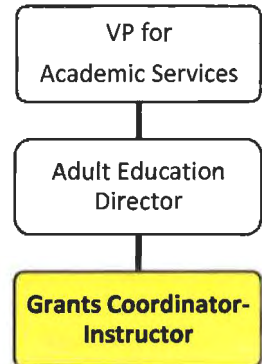
<b>Job Title:</b>	Grants Analyst & Instructor	<b>Classification:</b>	Academic Coordinator
<b>Department:</b>	Adult Education/GEAR UP (Acad Svcs)	<b>Duration:</b>	12 months
<b>Primary Location:</b>	Torrington, WY	<b>FLSA Status:</b>	Exempt
<b>Position Number:</b>	671	<b>DBM/Level:</b>	C41

**Job Summary:** *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Grants Analyst and Instructor is a full-time, benefitted, federally grant-funded, and Professional staff categorized position located at the Main Campus. The position’s appointment is 12 months annually with duties split evenly (50-50) between Adult Education (AE) and Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP). Adult Education responsibilities include recruitment and intake processing of Goshen County AE students. Other primary AE tasks include career counseling, instruction and testing, disability services assistance, workforce pre-employment training workshops, and assist the AE Director as needed. Responsibilities for GEAR UP include program support services to students and staff, database entry and management, assist in preparing reports and annual performance reviews (APR’s), and yearly audit items. A strong understanding of the GEAR UP program, its objectives, and student requirements is necessary. The position requires occasional travel and work within Wyoming and EWC’s six-county service area for training and/or conferences and for the annual GEAR UP (GU) camp. The typical workweek is Monday through Friday, 8:00 am - 5:00 pm; however, flexibility is needed occasionally to meet non-standard evening and weekend duty.

**Organizational Relationship:** *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Grants Analyst and Instructor is directly supervised by the AE Director. The GU Director provides inputs to the AE Director regarding expectations, duty performance feedback, and evaluations. Annual performance evaluations are conducted after the conclusion of a one year Probationary Period. The second level supervisor is the VP for Academic Services. The supervisory chain is depicted at right.



The Grants Analyst and Instructor does not formally supervise or evaluate any EWC full or part-time employees. The position does monitor AE students and may supervise EWC-enrolled work study students. The position may also monitor and supervise the actions of GU students enrolled at EWC or in high school.

**Education and Experience Requirements:** *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

**Minimum Qualifications:**

- Bachelor’s degree in Education or related field
- One year full-time teaching/tutoring experience (or equivalent) at secondary level or higher
- Proficiency with databases, computers, and common software applications to include Microsoft Word, Outlook, Power Point, and Excel
- Effective written and verbal communications and proofreading
- Demonstrated talent to organize, arrange, and prioritize in a busy office environment
- Professional demeanor, positive attitude, and team-player mindset
- Current and valid state-issued Driver’s License

**Preferred Qualifications:**

- Master’s degree in Education or related field

- Two years previous teaching/tutoring experience
- One year administrative, office support, and/or clerical experience

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**Essential Functions/Duties:** *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is EXEMPT, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Recruit and conduct training of all Start Smart courses for Goshen County AE students
- Provide standards based instruction in reading, writing, mathematics, science, social studies, computer literacy, and English as a Second Language utilizing college and career readiness standards which integrate Career Pathways methodologies
- Ability to administer various tests and assessments as appropriate or needed; examples include Test of Adult Basic Education (TABE) as a pre-test and post-test, Official Practice Test (OPT), and BEST testing for English as a Second Language (ESL) students
- Provide program support services to AE/GU staff, students and other stakeholders
- Assist in the collection, compilation, completion, and submission of mandated forms and reports of all data collection requirements related to the grants
- Maintain an organized database, update database records to eliminate errors and data duplication
- Use data to compile reports for annual performance reviews and federal/state yearly audits
- Accurately input student, parent, and other grant required data into state/federally supported databases
- Teach students in other areas of AE program instruction if necessary; examples include ESL, workplace readiness, pre-employment training, and Bridging students into post-secondary education
- Conduct student disability screenings; advocate for students who need accommodations
- Provide career counseling services
- Attend regional, state, and national training as appropriate
- Perform all other duties as assigned of a similar nature or level

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**Knowledge, Skills, and Abilities (KSA):** *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- General knowledge and provision of customer service principles
- Understanding of basic instruction and teaching principles and practices
- Adept at using a computer and related software applications, modern office procedures, methods, and equipment
- Assist in the gathering of student, parent and other grant required documents, preparing reports
- Skill and ability to organize and prioritize data as required by the grants
- Ability to record, maintain, track, and store files electronically through the use of a database
- Trained skill at proofreading, editing, and reviewing data for inaccuracies
- Ability to amicably resolve database discrepancies or incomplete files so that an accurate up-to-date, database is maintained
- Knowledge of or an ability to learn the administration of TABE testing for students
- English communication and interpersonal skills as they apply to co-workers, supervisor, students, and the general public sufficient to exchange or convey information and to receive work direction
- Ability to meet assigned deadlines while adhering to grant mandates and/or EWC policies


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**Physical/Mental Demands & Special Requirements:** *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Exert up to 40 pounds of force infrequently, and/or up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to lift, carry, push, pull, or move objects

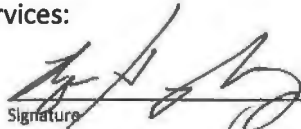
- Bend, balance, reach, stand, walk, grasp, finger, feel, talk, listen/hear, see and repetitive motions
- This position generally involves sedentary work and sitting much of the time; walking and standing are required occasionally-to-frequently
- Continually balance student needs with available program and College resources
- Ability to read and understand written instructions / operating materials
- Maintain a program and student-centric perspective when performing assigned tasks
- Occasional travel within Wyoming and the six county Service Area

Adult Education Director:

  
Signature

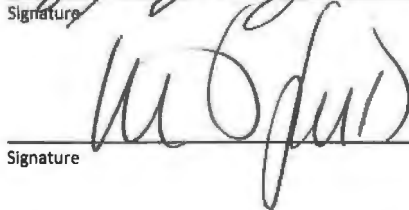
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Date

Vice President for Academic Services:

  
Signature

6-18-18  
Date

President:

  
Signature

6/18/18  
Date

*NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

HR Office Processing

PD&R Received		4 June 2018
PD&R Reviewed		4-18 June 2018
PD&R Approved		18 June 2018
Position Duties & Responsibilities Effective Date		1 July 2018
Position Number Assigned/Verified		4 June 2018