POSITION	**Tech Hire IMPACT Grant Assistant (Limited Term/Part Time)**
APPLY BY	**July 7, 2019**
HIRE DATE	**July 2019**
DIVISION	Industry, Trades and Agriculture
REPORTS TO	Executive Dean of Industry, Trades, and Agriculture
CLASSIFICATION	Non-Exempt - B24
POSTING DATE	June 6, 2019

SUMMARY

The grant funded Tech Hire Grant Assistant position will be responsible for fulfilling a broad range of grant management support and outreach activities related to the Tech Hire IMPACT grant. This is a part-time, limited term position with an annual contract through June 30, 2020. Flexible hours, up to 20 hours per week, with possible telecommuting available after adequate training and probationary period.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Interact with faculty, administration, workforce agencies, and business and industry members to support and monitor student academic progress, and assist students in attaining employment upon successful completion of training offered through grant funding
- Assist with developing and implementing outreach strategies to increase recruitment, course completion rates, and retention for grant related classes
- Identify and provide information about campus and community resources and college success strategies that will assist student achievement of educational success
- Determine and assist in elimination of college barriers to student's success and satisfaction
- Build and establish relationships with students to promote continued success
- Serve as a liaison to enhance and expand student orientation and serve as a support system for students
- Record grant related data on student course completion
- Assist grant coordinator in preparation and submission of all grant related reports
- Communicate with appropriate staff or faculty on academic progress
- Assist in the documentation process for approved Industry Certifications

TRAINING AND EXPERIENCE

- Minimum of an Associate degree from an accredited college in business management, business administration, communications, or project/organizational leadership or related filed required or equivalent work experience.

KNOWLEDGE & SKILLS

- Proficiency in Microsoft Suite
- Ability to communicate and work effectively with management personnel, instructors, and other staff
- Ability to organize and prioritize work to meet various deadlines
- Ability to keep current on emerging technologies and an enthusiasm for learning
- Ability to communicate effectively both orally and in writing
- Strong interpersonal skills

PHYSICAL REQUIREMENTS
Position requires sedative and repetitive motion including sitting, standing, walking, talking, hearing, seeing,.

APPLICATIONS
Internal and External applicants complete and submit the online employment application at
www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at
humanresources@swtc.edu or **608.822.2314**.

WAGE BAND: Hourly B24 - $20.75 - $26.98

SELECTION PROCESS
The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.