

**Assistant Program Coordinator, Nursing & Allied Health Grant Projects**  
(Bargaining Unit Position)  
(Range 31)

**DEFINITION**

Under general supervision of the Supervisor of Nursing & Allied Health Grant Project Development assist with implementation of the H-1B Grant and other grant programs; and perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Program Coordinator, Nursing, and Allied Health Grant Projects is distinguished by the requirement to perform duties related to grant programs including but not limited to H-1B Grant. In order to be successful in this position, the incumbent must establish and maintain cooperative and effective working relationships with Nursing and Allied Health faculty, campus student support services staff, and all others contacted in the performance of duties.

**ESSENTIAL FUNCTIONS**

- Assist the Supervisor of Nursing & Allied Health Grant Project Development in providing specialized support services to H-1B program participants;
- Assist with assessment and recruitment activities;
- Participate in the identification of Cuesta Nursing Alumni and development of a Cuesta College Nursing Alumni Association;
- Assist in the development of accurate and relevant grant documents, communication to and with students, registration, and program enrollment for grant program(s);
- Assist in the compilation of program reports;
- Assist in coordination of student activities and outreach events.
- Assist in the development of outreach materials.
- Track and manage student files and grant data electronically and in hard copy formats;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;

**Duties may require the physical ability to:**

- See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

**QUALIFICATIONS**

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**Required Education:**

- Associate degree in Nursing, Health Sciences or related field;
- Equivalent education may be substituted for degree.

**Preferred Experience:**

- RN or strong health care employment background;
- Two years of experience in project coordination;
- Knowledge of grant funded projects desirable.

**Knowledge of:**

- Posses a working knowledge of both program specific and District operational policies and procedures;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct English usage: grammar, spelling, vocabulary, and punctuation;
- Modern office practices, procedures, and equipment.

CCCUE Salary Approval: 12/19/03  
Board of Trustees Approval: 01/07/04

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