

Thomas Buzbee Vocational High School
Job Announcement

Position: VOCA Grant Assistant Director – Grant Funded (Part-Time) **Position(s) Available:** (1) One

Opening Date: September 5, 2017

Closing Date: 09/15/2017

Salary: \$DOE

Status: Non- Exempt

General Description:

Working closely with the VOCA Grant Director and the GCTC leadership team, the assistant program manager will be responsible for data collection from all parts of the program, coordination of generating quarterly reports, and all records keeping for documentation.

Reports To:

VOCA Grant Director

Qualifications:

- College Degree with a major in education or business related areas.
- Knowledge of state accountability systems.
- Excellent organization, communications, and interpersonal skills.
- Pass criminal background.
- Must pass drug screen.

Specific Duties:

Must possess the ability to:

- Collect Grant related data as required.
- Prepare reports, including any monthly and quarterly reports required by the Office of the Governor pertaining to the VOCA Grant.
- Communicate information accurately and timely to the VOCA Grant Director and GCTC leadership team.
- Work with all department heads within GCTC to collect data and communicate program goals.
- Model behavior that is professional, ethical, and responsible; participate in professional development to improve skills related to job assignment.
- Working conditions - maintain emotional control under stress.
- Other – any and all other duties to be assigned as needed.

Contact

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