

**Grant Project Specialist  
Citrus Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=259234>

Downloaded On: Jul. 12, 2025 7:19am

Posted Jul. 7, 2025, set to expire Aug. 19, 2025

**Job Title** Grant Project Specialist  
**Department** Career Technical Education  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** Jul. 7, 2025

**Application Deadline** 08/19/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Research/Technical/Laboratory  
Grant Writer/Technical Writer

**Apply Online Here** <https://apptrkr.com/6356270>

**Apply By Email**

**Job Description**

Grant Project Specialist

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**Recruitment Start Date** 07/03/2025

**Recruitment End Date** 08/19/2025

**Open Until Filled**

**First Consideration Date**

**Salary Range** 38

**Pay Rate** \$5,644.71 - \$7,564.46 per month / \$32.57 - \$43.64 an hour

**FLSA Status** Non-Exempt

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### Benefits

#### Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

#### Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

#### Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- District paid employee post-retirement medical for those who qualify

### General Description/Summary

#### POSITION SUMMARY

Receives communication from the funding agency and ensures communication with all interested parties. Promotes the completion of all activities as identified in the work plan. Completes all required reports and submits them to the identified funding agency in a timely manner.

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### **Minimum Qualifications/Education and Experience**

- A bachelor's degree, and one year of grant-related experience; or, in the absence of a bachelor's degree, an associate degree, or the completion of at least sixty (60) college-level semester units, and three years of grant-related experience; or in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, five years of grant-related experience.

### **Preferred Qualifications**

- Experience working with Perkins and/or Strong Workforce Program grants.
- Two (2) or more years of experience working in a community college.
- Two (2) or more years of experience working with Career Technical Education (CTE) programs.
- Experience working with systems such as Banner or Colleague, or similar ERP systems.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

### **Licenses and Certificates**

### **Essential Duties and Responsibilities**

- Serves as a District representative and liaison to the funding agency as well as all constituents served by the grant/project.
- Serves as the point of contact for communication among all grant/project personnel including the timely dissemination of all materials.
- Coordinates special events involving speakers, site selection, and support services. Arranges and sequences logistics and contracted services that support the events.
- Designs layout for promotional materials, taking into consideration the intended message, audience, and the need to integrate text graphics, and artwork. Confers with other District staff to coordinate the production of printed materials.
- Monitors and compiles all data as required by the terms and conditions of the grant/project, using appropriate technological skills.
- Attends all meetings and assembles all required materials to support the meetings. Prepares detailed recording of all meetings and archives as required by the funding agency.
- Explains procedures and processes to all constituents as related to the project activities.
- Updates and revises the website on a regular basis and communicates any concerns with

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### Webmaster.

- Maintains contact with other District departments to ensure the timely processing of all reports, contracts, invoices, and grant/project related activities.
- Maintains contact with local, state and national organizations related to the grant/project objectives and activities.
- Researches and develop special reports and/or composes correspondence in order to provide information regarding the grant/project goals.
- Collects and compiles data regarding evaluation of the project as required by the funding agency.
- Performs other duties as assigned that support the overall objectives of the position.

### Knowledge, Skills and Abilities

#### Knowledge and Skills

- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the grant project, and data entry onto custom databases.
- Requires skill at facilitating group problem-solving processes.
- Requires sufficient math skills to perform financial and statistical recordkeeping, including double-entry bookkeeping.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires sufficient human relations skill to work productively and cooperatively with funding agencies, exercise patience when dealing with internal and external customers, and convey technical concepts.

#### Abilities

- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- Must be able to learn, interpret, explain and apply knowledge of department and grant organization, operations, programs, functions, and special terminology used in the organization unit, to relieve program director of a variety of administrative details.
- Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.

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Requires the ability to use presentation graphics programs effectively.

- Requires the ability to communicate with funding agencies, faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

**Physical Abilities**

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.

- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.

- Requires the ability to use near vision to read printed materials.

- Requires auditory ability to carry on conversations in person and over the phone.

- Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

**Working Condition**

- Work is performed indoors where minimal safety considerations exist.

**Department** Career Technical Education

**Job Category** Classified

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** M-F

**Work Schedule per Day** M-F 8:00 am - 5:00 pm

**Work Shift** Days

**Bargaining Unit** Classified

**Citrus College Diversity Statement**

**CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are

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perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### **SPECIAL INSTRUCTIONS TO APPLICANTS:**

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

### **About Transcripts**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.

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- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

**Selection Process**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1256>

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**Contact Information**

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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