



Position: Administrative & Office Specialist I

Department: Institutional Development

Employment type: Part-time, 20 hours or less

Overview: The Federal Work Study Student will support the Institutional Advancement and Development team by assisting in securing grants and donations for PVCC. The role involves researching grant opportunities, assessing alignment with college priorities, sharing information with faculty and staff, connecting with student leaders, soliciting corporate donations, and managing data related to grants and donations.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Proactive learning and professional growth through feedback and responsibilities.
- **Tasks:**
 - Display curiosity and seek out learning opportunities related to grants and fundraising.
 - Identify areas for professional growth and apply feedback to improve performance.
 - Take on responsibilities that contribute to career development in institutional advancement.

Communication:

- **Skills:** Effective exchange of information and clear documentation.
- **Tasks:**
 - Share identified grant opportunities with key college faculty and staff.

- Solicit corporate donations for college needs and ensure proper documentation and follow-up.

Critical Thinking:

- **Skills:** Analytical skills for assessing grant opportunities and managing multiple tasks.
- **Tasks:**
 - Work with an advisor to assess the alignment of grant opportunities with college priorities and competitiveness.
 - Handle multiple tasks effectively in a fast-paced environment.

Equity and Inclusion:

- **Skills:** Understanding and promoting inclusive practices in institutional advancement.
- **Tasks:**
 - (This section is not specified in the job description but generally involves ensuring that grant and donation strategies consider and support diverse and underrepresented communities.)

Leadership:

- **Skills:** Leverage resources and feedback, and manage projects effectively.
- **Tasks:**
 - Connect Institutional Advancement and Development staff with student leaders to identify student-driven fundraising priorities.
 - Solicit corporate donations and manage the follow-up with appropriate documentation.

Professionalism:

- **Skills:** Attention to detail and effective work habits.
- **Tasks:**
 - Ensure accuracy and completeness in data entry and grant management tasks.
 - Work with an advisor to maintain high standards in grant data management.

Teamwork:

- **Skills:** Collaboration and relationship-building.
- **Tasks:**
 - Collaborate with college faculty and staff to share grant opportunities and ensure effective communication.
 - Work closely with Institutional Advancement and Development staff to achieve common goals.

Technology:

- **Skills:** Proficiency in technology for research and data management.
- **Tasks:**
 - Use a grant management platform to research grant opportunities and address college funding priorities.
 - Enter and manage data related to grants and donations using technology.

Additional Responsibilities:

- Support the Director of Grants with various tasks related to grant research and management.
- Assist in coordinating and promoting fundraising efforts within the college and broader community.

Required Qualifications:

- Strong oral and written communication skills.
- Attention to detail and strong research abilities.
- Ability to work independently and manage multiple tasks effectively.

Additional Considerations:

- Experience with grant management platforms.
- Previous involvement in fundraising or development activities.

By fulfilling these responsibilities, you will contribute to securing vital funding for PVCC, enhance the college's ability to achieve its goals, and gain valuable experience in grants management and institutional advancement.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu

