

Project Specialist

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
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JAMESTOWN, NC 27282

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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

Posting Date: September 25, 2009

Location: May be assigned to any GTCC campus as need dictates

Appointment Period: 2 Time-limited positions .

Contact Information: Human Resources

Summary: 2 Full-Time (Time-Limited) positions responsible for a variety of broad based and frequently complex projects for several departments. Apply knowledge of State Auditor, State Construction Office, State Purchase and Contract, NC Community College System Office, and other state, local, and federal agency policies and procedures to assigned tasks. Timely completion of reports. Review existing policies and procedures, & audit internal controls. Identify funding opportunities through grant programs and assist in the application process for such grant or other funding opportunities. Compile and analyze data supporting budgetary needs and requests.

Qualifications: Bachelor's Degree in Business Administration or related field
Community college experience highly preferred
Minimum of 10 years of progressively responsible and related work experience including supervisory experience
Excellent computer, communications, organizational and strategic thinking skills
Ability to manage multiple projects simultaneously, compose correspondence, analyze problems and provide solutions in a timely fashion
Ability to exercise discretion, maintain confidentiality, take direction and prioritize effectively
Ability to work flexible hours or extended hours as needed to complete assignments
Ability to report to work during inclement weather and emergency situations
Acceptable background, credit, and driving record along with a valid driver's license required

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript. Application for Evaluation is available at [International Education Evaluations, Inc.](#)

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE