



June 21, 2022

Job Announcement

The following position will be full-time employees of TCSG with regular state benefits:

Grants Specialist, Office of Workforce Development

Salary range: \$45,000 – \$55,000 (Commensurate with education & experience)

Location: 1800 Century Place, Suite 150, Atlanta, Georgia 30345

The position is open to all applicants who meet the minimum qualifications below.

The Grants Specialist is responsible for the supporting the administration of state and federal Apprenticeship grants and other apprenticeship-related funding.

RESPONSIBILITIES:

- Managing apprenticeship-related applications and contracts with employers;
 - Reviewing all incoming apprenticeship funding applications for eligibility and completeness;
 - Prepare and ensure all program contracts are reviewed and executed by successful applicants and TCSG staff;
- Prepare reports and budgets for apprenticeship funding;
- Assist in the reimbursement process for vendors (e.g. employers, apprenticeship sponsors);
- Draft grant documents, MOUs, and contracts;
- Monitor grant funds for compliance with federal and state regulations;
- Perform account reconciliation functions;
- Assist with apprenticeship-related records retention;
- Provide technical assistance to stakeholders;
- Assist with grant closeout processes; and
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree required in a course of study related to the occupational field ***and*** Three (3) years of related work experience

PREFERRED QUALIFICATIONS:

- Bachelor's degree or higher in a course of study related to the occupational field;
- Federal grant management experience;
- Statewide Teamworks Financials experience;
- Experience with preparing contractual documents; and
- Experience tracking, managing and reconciling budgets, processing invoices and working with vendors.

TECHNICAL COMPETENCIES:

- Time and task management skills;
- Basic computer skills and ability to adapt to job-related software programs;
- Organizational skills;
- Proficiency with Microsoft Excel;
- Superior oral and written communication skills;
- Skills in interpersonal relations and customer service; and
- Decision making and problem solving skills.

How to Apply:

Interested parties should apply at Team Georgia Careers, [Team Georgia Careers Website](#)

Applications will be accepted until the position is filled. Only those who receive an interview will be notified of the status of the position.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

Applicants who need special assistance may request assistance by phoning (404) 679-1759.

All male applicants chosen for an interview between the ages of 18 and 26 years must present proof of Selective Service Registration.

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