

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota North College – Mesabi Range

Employee Name:	Position Control Number:
Department/Division: Addiction Studies/Academic/Student Services	Classification Title: MAPE AP-1
Prepared By:	Working Title: Grant Program Assistant
☒ Non-Exempt ☐ Exempt: ☐ Executive ☐ Professional ☐ Administrative	<i>If Exempt, attach required documentation</i>
☐ Unlimited ☐ Seasonal ☒ Temporary ☐ Limited	If seasonal, list months during the season worked
☐ Full-time ☒ Part-time ☐ Intermittent Percent if not full-time <u>75</u> %	Date Prepared: 8/4/25

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE

To provide program and grant coordination for the Human Services/Addictions Program assisting in areas such as: recruiting, grant/emergency funds management, technology, admissions and marketing, and staff and administrative support. This position would support the determinants of the BCBS partnership to increase licensed alcohol and drug counselors in rural areas. (BCBS Accreditation Driven Language)

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Marketing and Recruiting

- a. Maintain marketing and recruiting strategies for the scholarship grant program and emergency fund.
- b. Coordinate and distribute scholarship and emergency funding materials as determined by the Grant Manager or Department Head.
- c. Create and utilize productivity and collaboration tools for recruiting and advertising.
- d. Continue to develop screening tools to determine eligibility for grant and emergency funds as needed.
- e. Assist in the selection process of successful candidates or recipients

Priority: Essential

Percent of Time: 20%

2. Student Coordination

- a. Assist enrolling students into the program and assist in advising as needed.
- b. Provide new student orientation to the program.
- c. Work collaboratively with student support services such as enrollment services, advisors, admissions, and faculty, staff, and community to provide comprehensive services to students.
- d. Assist students, staff, and faculty with Department of Human Services (DHS) background checks.

- e. Arrange appointments and weekly time slots to give students program assistance with D2L online courses, in-class, and Zoom.
- f. Offer support for students with courses, practicums, and program completion.
- g. Collaborate and degree plan with students and advisors for proper certificate or degree completion and transfer to a 4-year academic institution for AAS students to obtain full Minnesota licensure as necessary.
- h. Provide technical support to students.
- i. Serve as contact to students, faculty and staff to identify those in need of additional resources to enhance academic success.
- j. Assist students with BCBS scholarships, financial awards, and emergency funding.
- k. Assist in developing, coordinating, and participating in program activities and events.
- l. Aid students in applying to 4-year colleges.
- m. Liaison for students, treatment centers and Minnesota North College-Mesabi Range Campus Addiction Studies practicum support and practicum completion.
- n. Assist students to apply for Alcohol and Drug Counselor-Trainee permits and Licensed Alcohol and Drug Counselor including all testing information and application process.
- o. Position may require some travel to foster strong student relationships, attend industry conferences for recruiting and Training-, and oversee project implementation at different locations.

Priority: Essential

Percent of Time: 35%

3. Grant Coordination

- a. Manage grant activities and budget to meet the unified goals of the grant(s).
- b. Establish and maintain Microsoft Doc/MNC website for BCBS Emergency Funds.
- c. Keep current MNC webpage, Google Doc, or Microsoft Form's for scholarship.
- d. Maintain data records of scholarship applications, awards, emergency funding, and work closely with the financial aid department and business office to deploy the scholarships/emergency funding.
- e. Maintain all survey data; develop reports, and analysis of program data for BCBS partnership.
- f. Report data and attend established meeting times with funding source.

Priority: Essential

Percent of Time: 30%

4. Administrative Coordination

- a. Perform routine bookkeeping as needed.
- b. Maintain student and administrative files.
- c. Develop and produce reports and spreadsheets for the program director in making program decisions.

Priority: Essential

Percent of Time: 10%

5. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner

Priority: Secondary

Percent of Time: 5%

KNOWLEDGE, SKILLS, AND ABILITIES

Minimum Qualifications

- Ability to explain and help interpret complex policies involving multiple departments such as records and registration, financial aid, business services, bookstore, and admissions.
- Effective written and verbal communication skills.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- Knowledge of Microsoft Office software and database usage.
- Ability to collect data, assess needs and accurately maintain records.
- Ability to act independently and make decisions accordingly.
- Commitment to diversity as well as a demonstrated ability to work successfully with people of diverse backgrounds including sensitivity to their needs and concerns.
- Strong interpersonal/human relation skills.
- Familiarity and knowledge of substance use disorder services and demographics in rural areas of Minnesota. (BCBS Directed Requirement)

Preferred Qualifications

- AAS in Addiction Studies or similar or at least a minimum of 20 credits in Addiction Studies or similar.
- Knowledge of Minnesota Board and Behavioral Health and Therapy licensing requirements for alcohol and drug trainee and licensed alcohol and drug counselor.

RELATIONSHIPS

This Position Reports to: This Position Reports to: Academic Dean

Supervises: N/A

Internal and External Clientele and Purpose of Contact: Faculty, staff, administration, students, and public

PROBLEM SOLVING:

This position requires the employee to have the ability to set job priorities, use analytic reasoning, determine alternatives to challenges that will enhance student experiences and ultimately, student success.

FREEDOM TO ACT

Budget: N/A

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

The Grant Coordinator must be able to follow through on the assignments outlined in the position description and college planning documents. Coordination and communication with the student service staff, administration, and faculty are required.

All employees must comply with department and institution procedures and policies, Minnesota State system policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.