



NOTICE OF POSITION VACANCY

PROGRAM COORDINATOR – TAKE STOCK IN CHILDREN GRANT Assessment, Compliance, and Grants Department **Continued employment contingent upon grant funding**

Application Deadline: Open Until Filled

Salary: Commensurate with Experience

Minimum Qualifications: Requires a minimum of a Bachelor's degree from a regionally accredited institution in a field closely related to the position's essential duties and responsibilities.

Duties and Responsibilities:

Plans, organizes, carries out, and evaluates program activities of the Take Stock In Children Grant, which identifies and encourages targeted students to finish high school and enter postsecondary education. Ensures planned and required activities of the Take Stock in Children Grant are implemented to achieve program goals and performance targets.

Application information is available at www.chipola.edu/about/administrative-offices/human-resources/job-openings/. Inquires may be directed to Human Resources at chabotn@chipola.edu or (850)718-2205. Completed application, resume, and college transcripts should be submitted to:

Chipola College
Human Resources
3094 Indian Circle
Marianna, FL 32446

Candidates may be subject to background investigations, which may include, but are not limited to criminal history, credit history, driver's license, and/or previous employment and references.

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, sex, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Inquiries may be directed to Wendy Pippen, Associate Vice President of Human Resources, Civil Rights Compliance Officer and Title IX Coordinator, 3094 Indian Circle, Building A, Room 183C, Marianna, FL 32446, 850-718-2269, pippenw@chipola.edu