

# Classification Specification: Grants Coordinator

Classification Number: 63161  
Effective Date: April 4, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Manages grant funds and processes expenses in accordance to local, state and federal mandates. Develops and reviews budgets and monitors account balance. Coordinates, trains and oversees grant data entry, data checking and database management. Creates, reviews and revises grant reports.

## Essential/Primary Duties

- Manages grant funds. Organizes and coordinates grant proposals.
- Develops and reviews grant fund budgets. Monitors account balances and processes grant expenses in accordance with local, state and federal mandates.
- Coordinates, trains and oversees all grant data entry, data checking, and database management. Creates, reviews and revises grant reports.
- Coordinates department operations. Processes contracts for employees; oversees technology, printing, and space allocations.
- Coordinates hiring of graduate and undergraduate assistants. Processes contracts of graduate and undergraduate assistants. Approves time and workload of undergraduate and graduate assistants.

## Experience and Education

### Experience

- Six months related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.