

Classification Specification: Sr. Grants Coordinator

Classification Number: 63162
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Coordinates the grant process, from initial proposal to award and project completion, including budget management and submission of final report to the funding agency. Assists with planning and data collection for projects. May address program and compliance issues or budget concerns with funding agencies for resolution.

Essential/Primary Duties

- Plans daily operation of grant funded projects. Determines priorities, develops policies, establishes protocols and coordinates workflow.
- Coordinates and monitors participation in grant programs.
- Develops and monitors projects and budgets. Maintains grants database(s) and develops reports to assure adherence to standards.
- Acts as a liaison with other campus departments and funding agencies. Addresses compliance and budget issues with funding agencies for resolution.
- Monitors grant applications through the approval process and discusses contracts with various funding agencies.
- Provides technical assistance to project directors through the grant process. Assists with grant submissions, research presentations, and publications.
- Researches and distributes grant opportunities. Coordinates meetings with external partners.
- Recruits, interviews, trains, supervises and assigns work of temporary project personnel.

Experience and Education

Experience

- One year 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.

Classification Specification: Sr. Grants Coordinator

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

Temporary employees

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.