

Job Description

Position Title: Coordinator, Grants Administration

Job Group: Grants Administration

Job Level Group: Professional Entry

FLSA Status: Exempt

Position Summary:

The Coordinator, Grants Administration performs a variety of coordination and administrative functions for the grant program. Recruits, evaluates, motivates, counsels, assists, and supervises students. Provides advice and guidance to program students. Coordinates program events, fieldtrips, and classes. Research grant opportunities, summarizes Request for Proposals (RFPs), and determines if grants would be beneficial to the College. Creates informational presentations for students, parents, college personnel, and district collaborators. Works with grant funded programs to ensure compliance and assist with overall implementation. Compiles data for the program, maintains budgets, and approves expenditures.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Creates and delivers presentations regarding grant availability and access to students, parents, college personnel, and district collaborators.
2. Motivates and assists high school seniors through the college and scholarship application process.
3. Assists the program manager in maintaining and planning program budget and filing monthly and annual reports.
4. Maintains the program's social media accounts to connect the program with students and parents.
5. Coordinates, drives, and supervises students on field trips.
6. Develops grant proposals or manages external firm to develop proposals with subject matter experts and stakeholders.
7. Manages and tracks all prospective, submitted, awarded, and not funded grants and corresponding activity; Creates and updates related documentation.
8. Develops, implements, and monitors program budgets and grants to ensure compliance and fiscal responsibility.
9. Attends professional development conferences annually.
10. Reports intergovernmental agreements, grant award announcements, and grant program updates to College Board of Governors.
11. Assists grant program implementation and closeout activities.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of principles and methods for promoting programs and services
4. Skill in effective communication (both written and oral)
5. Skill in budget/resource management
6. Skill in performing a variety of duties, often changing from one task to another of a different nature
7. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business Administration or a closely related field of study required.
 - Up to One (1) year of related experience may be required.
 - One (1) to three (3) years of related experience within higher education preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required.
- DMV Check/Current and Valid AZ Driver's License
- Some evening and weekend work hours