Grant Coordinator

Job Code 00001495

General Description
Responsible for providing professional supervision and support to a grant.

Example of Duties
- Assist in developing policies.
- Plan portions of grant projects.
- Assist with the supervision of staff and in the development of specific procedures.
- Monitor budget.
- Assist with administrative duties.
- Assist with the performance evaluation of subordinates.
- Analyze and recommend solutions to problems.
- Develop and write narratives for fliers, publications, press releases, and training procedures.
- Develop surveys and ensure proper administration.
- Compile survey results.
- Evaluate effectiveness of procedures.
- Assist in developing evaluation reports.
- Assist with grant writing.
- Establish contacts with community.
- Develop and present workshops for target groups.
- Document and record services provided by the project.
- May write articles for professional journals based on research.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: subject matter pertaining to grant; descriptive statistics sufficient to develop survey instruments and interpret results; university policies and procedures; legislation and regulations applicable to specific project.

Skill in: interacting courteously with others; operation of applicable office software; prioritizing workload.

Ability to: understand descriptive statistics; communicate effectively both written and orally; supervise others; prepare clear, concise, and grammatically correct reports/proposals.
**Education and Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**