Grant Director, Non-Faculty

Job Code 00001496

General Description
Responsible for providing administrative direction to a grant.

Example of Duties
Write grant, including background, justification, program plan, time line, budget, and other sections.
Coordinate implementation of grant.
Hire, train, supervise, and evaluate staff.
Develop policies and plans to administer the grant goals.
Supervise facilities to ensure that budget is properly monitored.
Perform all administrative functions of the grant.
Conduct original research.
Assist in developing specific procedures.
Analyze and recommend solutions to problems.
Develop surveys and ensure proper administration.
Compile survey results.
Evaluate effectiveness of procedures and adjust if necessary.
Write or supervise the writing of evaluation reports.
Write grant proposals for further research.
Establish contacts with community.
Develop or supervise the development of workshops for target groups.
Write articles for professional journals based on research.
Prepare annual performance evaluations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; funding sources; subject matter pertaining to the grant; descriptive statistics; legislation and regulations regarding the specific grant project.

Skill in: Interacting courteously with others; directing the work of others and motivating output; operating applicable software; multitasking.

Ability to: Communicate effectively both orally and in writing; supervise professional and clerical staff; understand statistics sufficient to develop survey instruments; interpret survey results.
**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**