Grant Senior Coordinator

Job Code 50011988

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

**Example of Duties**
- Provide leadership and direction for programs.
- Directly supervises a Grant Coordinator position.
- Train, develop and formally evaluate employees.
- Assist Grant Director in developing policies to meet goals of the grant.
- Assist grant staff in projects and procedures development.
- Develop, analyze, and evaluate surveys.
- Assist in development of evaluation reports to the funding agency.
- Write and revise training materials, activity reports, and public information releases.
- Make public presentations.
- Write grant proposals for further research.
- Meet periodically with funding agency.
- May write articles for professional journals based on research.
- Perform other duties as assigned.

**Knowledge, Skill and Abilities**

**Knowledge of:** Texas Education Code; public school organization, personnel, and operations; University policies and procedures; crisis management and planning; subject matter pertaining to the grant; descriptive statistics; legislation and regulations pertaining to grant project.

**Skill in:** preparing and delivering presentations; communicating both orally and written; establishing contacts with the community; researching; operation of applicable office software and multitasking.

**Ability to:** manage and supervise employees; develop agendas; act as a consultant to the Grant Director; formulate goals; interpret survey results and make effective decisions.

**Experience and Education**
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**