Grant Technician II

Job Code 00007221

General Description
Responsible for providing advanced technical support to a grant project.

Examples of Duties
Provide advanced technical expertise to a grant funded project.
Assist grant funded staff in performing their duties.
Assist in scientific projects.
May provide computer systems support.
Determine specifications for projects and publications.
Maintain web site with current information and upload audio, video, and other multimedia.
May supervise and assign tasks to student workers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: technical trade techniques; hardware and software used by department; intermediate math; technical expertise in project area; department’s policies and procedures.
Skill in: providing technical or paraprofessional expertise in area of assignment; writing concise and grammatically correct documents, flyers, and other publicity materials; directing and training student workers; establishing good rapport with others; prioritizing workload.
Ability to: write and communicate verbally in a clear manner; read and interpret policy statements, documents, transcripts, applications, and software manuals; explain office procedures to student workers; work as a team member; work with PC/Mac computers as needed; perform technical duties as needed for assigned area.

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

Revised 09/20/2012