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