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

Reviewed on 5/17