Title: Grant Administrator 1

Pay Scale Group: 00 (Broadband)

Essential Function

Professional employees engaged in the day-to-day administration of specialized activities related to grant administration and reports to management, provide recommendation and advice to management or other groups on process related topics and conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.

Characteristic Duties

Assist faculty and staff with researching, locating, developing, writing, and administering federal, state, and private grants, contracts, and external funding sources;

Oversee and ensure compliance of grants;

Implement policies to ensure compliance with funding agency regulations;

Advise faculty/staff in the design of sponsored programs;

Oversee proposal preparation and submission process;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree; - OR- Associate's degree and two (2) years’ experience; -OR- four (4) years’ experience; degree must be in accounting or related field with related finance or accounting experience.

Skill Level: Requires basic knowledge of finance area, including standard financial principles and terminology, theories and practices; duties are of minimal to moderate complexity and require some degree of fiscal, problem solving, training, and team coordination responsibilities, and have some degree of responsibility for interpretation and communication of information, ideas, and instructions.