Classification Specification for Unclassified Service

Title: Grant Administrator 2
Pay Scale Group: 00 (Broadband)

Essential Function

Professional employees engaged in the day-to-day administration of finance related activities 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;

Serves as a seasoned and proficient professional;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with two (2) years’ experience; - OR- Associate's degree and four (4) years’ experience; -OR- six (6) years’ experience; degree must be in accounting or related field with related accounting experience. Incumbent must possess the business/fiscal experience to be fully proficient in performing most or all work assignments.

Skill Level: Requires intermediate knowledge of accounting area, including standard accounting principles, terminology, theories and practices; duties are of moderate to high complexity and require a wide range of problem solving; development of practical and thorough solutions, proactive efforts, exploration and adaptation of changing financial systems, identification, evaluation and resolution of routine and non-routine problems; and integration, coordination, and interpretation of fiscal data. Experience and/or training include intermediate to advanced level experience working in one or more fiscal area(s).