Job Classification Specification

Grants and Contracts Professional 1

Position Summary

Develops competence by performing structured work assignments. Identifies a problem and all relevant issues in straightforward situations, assesses each using standard procedures, and makes sound decisions. Receives instruction, guidance and direction from others.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Participates in program and administrative planning for the Grants department to include grant research, preparation and submission.

Coordinates the participation of faculty in programs to include approval processes, identification of potential funding sources, and budget development and reporting.

Works with principal investigators and grants director to ensure all program activities are developed and delivered.

Develops promotional materials and coordinates with University Relations on the promotion of the events/programs.

Coordinates program reporting and compliance efforts for use in evaluation of programs.

Collects and tracks grant annual reporting.
Grants and Contracts Professional 1 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

General supervision; progress/outcomes are frequently observed/reviewed; work is largely scripted by established procedures and guidelines.

Complexity and Problem Solving

Problems tend to be of limited scope and complexity, generally quickly and relatively easily resolved.

Required Qualifications

BA/BS or a combination of related education and work experience to equal four years; applies knowledge and skill to a recurring task or activity with emphasis typically on precision and timeliness of execution.

Effective 4/21/14