

## COORDINATOR OF SPONSORED PROGRAMS, GRANTS, AND CONTRACTS

### Job Description

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 20

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

The coordinator is responsible for developing, managing and coordinating external funding sources for the College, including performing duties relating to research, needs analysis, proposal writing, compliance, reporting and evaluation.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs research to support the application for and disbursement of grants, including needs analysis, literature review and regulations critique to identify issues and determine priorities.
- Plans, analyzes, develops, and coordinates written proposals to support the College's institutional mission and goals, including the development of budgets and timelines.
- Gathers information related to program area, goals and objectives, evaluation standards, timetables, and other program components for individual proposals.
- Facilitates the development of proposals for the College's internal units as well as with external partners.
- Serves as liaison to college personnel and external parties regarding grant-related auditing, budgeting and expenditures issues.
- Works closely with team leaders, faculty committees and committee chairs to prepare project plans, agendas, minutes, and other documentation necessary to support the planning and development of grant-funded projects.
- Evaluates program proposals and applications for conformance with grant requirements and goals.
- Coordinates, tracks, and analyzes the grant deliverables with funding agency, and develops a strategic plan for program self-sufficiency.
- Monitors use of grant funds awarded to ensure adherence to all terms and conditions, including grant budgets and expenditures.
- Assists with the preparation of contracts and agreements related to grant activities.
- Provides technical assistance and acts as resource person to grantees; develops and provides training session relating to funding source rules and regulations as well as internal grant process and forms.
- Interprets grant regulations; communicates fiscal and legal responsibilities to the College and college personnel involved, including establishing operational budgets, program requirements, interpretation of allowable costs, and negotiation of awards.

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- Prepares reports on a regular basis to ensure grant progress and compliance and to submit to funding agencies as specified in the grant guidelines.
- Serves as a liaison with agencies regarding program development, revisions and evaluation to ensure broad based compliance assurances.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and community.
- Communicates effectively, both orally and in writing; defines problems, collects data, establishes facts, and draws valid conclusions; and effectively presents information to top management, public groups, and other groups, as needed.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- An understanding of and strong commitment to the mission of Texas Southmost College.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- General knowledge of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information.

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- Demonstrated excellent written communication and interpersonal skills, with ability to work independently.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

### **REQUIRED EDUCATION AND EXPERIENCE**

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree or higher and at least three (3) years of direct or related work experience that includes grants development, management and compliance OR associate degree plus five (5) years of experience in grants development, management and compliance.
- Experience working with teams on collaborative projects.
- Experience processing documentation within designated timeframes to meet deadlines.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Experience developing, submitting and delivering workforce skills development grants.

### **CERTIFICATES AND LICENSURES**

- Microsoft Office certification preferred.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the

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duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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## Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a bachelor's degree or higher and at least three (3) years of direct or related work experience that includes grants development, management and compliance OR associate degree plus five (5) years of experience in grants development, management and compliance?
  - Yes
  - No
3. \*Do you have experience working with teams on collaborative projects?
  - Yes
  - No
4. \*Do you have experience processing documentation within designated timeframes to meet deadlines?
  - Yes
  - No
5. Do you have experience developing, submitting and delivering workforce skills development grants?
  - Yes
  - No
6. Do you have a Microsoft Office Certification?
  - Yes
  - No