

**JOB TITLE:** Grants Administrative Assistant  
**DEPARTMENT:** External Relations  
**LOCATION:** Union Campus  
**REPORTS TO:** Vice President of External Relations

**STATUS:** Part-time  
**FLSA:** Non-Exempt  
**LEVEL:** 104  
**DATE:** 9/28/18; 07/10/18

**POSITION SUMMARY:** Monitor assigned grant programs and funded initiatives for progress and compliance with regulations in conjunction with project managers at the program level. Oversee all fiscal and narrative reporting for funded programs including USDA, Perkins, state, federal and career and technical funding.

**EDUCATION, EXPERIENCE and LICENSE/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Associate's degree in business, finance, accounting, public policy, or similar education; coursework in accounting, budgeting, or financial analysis methods is required; 1-2 years working experience in a higher education setting with specific background in state and federal grants preferred

**ESSENTIAL TASKS:** *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

- Oversee all assigned grant programs (USDA Rural Development, Carl D. Perkins Vocational and Technical Education funding, state of Missouri Vocational Enhancement, US EDA); and funded initiatives for compliance to funding requirements as set by the grantor and as required at the state and or federal level.
- Assure compliance with a variety of applicable laws, rules, regulations and restrictions related to the expenditure of grant funds; provide technical support to faculty and staff in developing grant budgets and preparing comprehensive reports and summaries of activities.
- Maintain and monitor programs through grant management software/database and maintain all aspects of the internal grant support system.
- Collaborate with ECC financial services director and staff for development and maintenance of grant budgets.
- Prepare and generate all fiscal and narrative reports as required by the grants and funded initiatives including monthly, quarterly and annual requirements.
- Attend required meetings, training and conferences for the funded programs.
- Maintain membership in local, state and federal professional associations in field. Maintain registrations for ECC for all local, state and federal announcements.
- Initiate and process forms such as purchase orders, requisitions, printing request, facilities, work orders, Web Help Desk requests; reimbursement vouchers, etc.
- Assist and maintain participant documentation in compliance with grantor regulations.
- Create documents/materials to capture necessary data during participant intake and exit processes.
- Approve and assist with transactions to ensure compliance with allowable expenditures.
- Identify funding opportunities at the local, state, and federal levels consistent with the college's mission and strategic plan and present to the Vice President for External Relations.
- Develop and coordinate information necessary for grant application completion as assigned by Vice President for External Relations. Gather necessary information from staff for grant writing and reporting purposes.
- Oversee completion of needs assessment of the service areas and target population and work closely with ECC institutional research and planning staff.
- Prepare statistical, technical, and administrative reports and generate reports on institutional impact of grants.
- Collect and analyze data to ascertain and evaluate program effectiveness. Track and record grant success rates, based on total applications, ranking, and variance of amount requested to amount awarded.
- Responsible for providing assistance to faculty, staff, and administrators who are seeking external funding.
- Coordinates with grant seekers throughout the entire writing process.

- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**COMMUNICATION SKILLS:** Excellent oral and written communication skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty, and the general public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; exchange ideas, information and opinions effectively with others to arrive at decisions, conclusions or solutions; ability to establish and maintain effective working relationships; well-developed public speaking and presentation skills; effective telephone and customer service skills.

**LEADERSHIP SKILLS:** Comply with policies, procedures, and instructions; ability to make administrative/procedural decisions and judgments; communicate through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions;

**DECISION-MAKING and ANALYTICAL SKILLS:** Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; ability to shift quickly between several tasks without loss of continuity.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to analyze and interpret financial data, prepare financial reports, statements and/or projections; knowledge of budgeting and fiscal management principles. Knowledge of federal laws and regulations regarding grants; considerable knowledge of the methods, procedures and techniques involved in post-award grant accounting and compliance operations; attention to detail; knowledge of department policies, procedures, and practices with the ability to answer work related questions; ability to accurately perform mathematical calculations; ability to handle conflict resolution with patience and poise; excellent project management and critical thinking skills; excellent spelling, grammar, and proofreading skills; time management skills; well-organized and self-directed; ability to devise or adopt office procedures to changing organizational needs.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with occasional interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; requires occasional travel to state and local meetings; other college related activities.

**POSITIONS SUPERVISED:** None

**SIGNATURE:** I have read the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*