Position: Program Grant Coordinator

DEPARTMENT: Office of Provost/Engineering (Department of Education Grants)

IMMEDIATE SUPERVISOR: Project Directors of two grants – Two direct supervisors

POSTING DATE: May 25, 2016

CLOSING DATE: Open Until Filled

SALARY: Mid $50K to Mid 60K, DOQ/E Full time Benefited

EXEMPT STATUS: Exempt level position

APPOINTMENT: Position is contingent on receipt of grant and is renewable each year, dependent on funding.

GENERAL NATURE OF POSITION: The Program Grant Coordinator will coordinate and provide oversight to various financial and operational activities involved with implementation and performance of two grants funded by the U.S. Department of Education, from time of hiring to completion of grant activities. Those activities include, but are not limited to, effective monitoring, oversight, and tracking of grant expenditures.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provides direction, oversight, and day-to-day coordination of project operations of both grants with the project leadership, faculty, and staff to implement the project. Manages and supervises operational functions for administering the grant, financial and non-financial.

2. Discusses and appropriately implements program requirements and sources of funds available with administrative personnel.

3. Directs and coordinates evaluation and monitoring of grant-funded programs. Actively assists in developing evaluation methods and strategies.

4. Develops, oversees, and tracks annual budget for each of the grants, and assists with budgeting and compliance documentation.

5. Coordinates and implements events and activities on and off campus and ensures compliance with all appropriate protocols for holding such events, including securing program insurance.

6. Maintains financial records to ensure compliance with program regulations and for auditing purposes.

7. Ensures compliance and adherence with University policies, regulations and guidelines.

9. Performs other duties, as assigned
INTERPERSONAL CONTACTS:

1. Reports directly to and receives general supervision from the Project Directors of two grants.
2. Interacts daily with department and university staff, Research Foundation staff, students, and industry personnel.

QUALIFICATIONS:

1) Education and Experience
   Bachelor’s Degree in related field (Business or other related degrees).
   Three years’ experience in grant administration or related field.

2) Knowledge, Skills and Abilities required
   - Excellent written and oral communication skills; solid presentation skills.
   - Demonstrated initiative in effectively planning, organizing, and coordinating implementation of multiple programs and activities.
   - Demonstrated effective interpersonal skills; ability to establish and maintain effective and productive working relationships with University faculty, staff, and administrators, as well as industry and community representatives.
   - Solid skills in the use of computer word-processing and database programs (i.e. Microsoft Office: Word, Excel; Power Point; Google docs; Google program applications).

3) Physical Requirement
   - Must be able to operate a PC including a mouse and keyboard.
   - Must be able to operate office equipment.
   - Must be able to use a telephone and/or headset.
   - Must be able to carry, lift, push, and pull materials and objects of up to 25 lbs. occasionally.
   - Must have access to and furnish own transportation; a clean DMV record is required. Will be requested to successfully complete SJSU’s Driving course.
   - Must successfully complete the Live Scan (fingerprinting) background check.

4) Complexity of Duties
   - Exercises fairly independent judgment in developing methods and evaluating criteria for achieved results.
   - Works on projects where analysis of data or solutions requires an evaluation of various factors.
   - Works with minimal direction on assigned projects/programs.
   - Works on a variety of projects at any given time – multi-task.
   - Ability to work both individually as well as in a group/team effort.
   - Work has high impact on department’s ability to provide effective customer service and ability to meet deadlines.
   - Various evening and weekend work required throughout the year.

SUPERVISORY RESPONSIBILITIES:

This position will project-manage Grant projects, and will be asked to provide oversight and direction to assigned staff.
APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation
Attn: HR/Job Code PGCoord
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION

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The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/eo/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.