



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE:..... Grants Specialist
DEPARTMENT: Grants & Foundations
PERSONNEL GROUP:..... Classified
POSITION GRADE: 19
POSITION STEP: 0
EMPLOYEE NAME: _____
POSITION REPORTS TO: Vice President for Resource Development
REVISION APPROVED BY:..... Dr. Nora R. Garza, Vice President for Resource Development
(Minimum approval level: Departmental Supervisor and Above)
REVISION/APPROVAL DATE: ... September 17, 2007

EDUCATIONAL REQUIREMENTS:

Bachelor's degree; supplemented with two (1) year of related experience

BASIC FUNCTION AND RESPONSIBILITY:

Under general direction, facilitates research, development, review, and editing of grant proposals; supports faculty and administration in developing proposals; monitors project tasks; conducts basic research for potential funding sources and maintains various databases; prepares technical and financial reports.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assists the grant planners with the development and effective operations of grant projects by managing project tasks related to the conception, writing, submission, administration, and monitoring of grants and awards.
2. Assists in facilitating faculty development of grant writing; Assists in the preparing, reviewing, and editing of grant proposals;
3. Assists in searches for grant opportunities and the proposal development process;
4. Assists in preparing the budget and evaluation components for grants.
5. Assists in the research on potential funding sources;
6. Assists in collecting and disseminating information relative to available grants, including eligibility requirements, restrictions, priorities, and deadlines; interacts with college grants administration and external funding institutions to monitor various actions.
7. Assists in monitoring the completion of key program tasks in a timely manner;
8. Assists in the coordination of collection, entry, and analysis of data.
9. Assists in preparing technical and financial reports; maintains various databases, records, and files.
10. Performs other duties as assigned by the Director/Planners and Vice President for Resource Development.

EXPERIENCE:

Experience with grants management preferred. Experience with management of financial accounts in order to track funds expenditures.

SKILLS, KNOWLEDGE, ABILITIES:

- Knowledge of grants development, proposals, applications, and administration
- Project facilitation and management skills
- Verbal and written communication skills, with ability to transform ideas into text
- Interpersonal/human relations skills
- Research skills
- Ability to maintain accurate records and attend to details
- Ability to work collaboratively with faculty and staff in diverse disciplines
- Ability to operate personal computer with knowledge of various software programs and database management
- Ability to maintain confidentiality

LICENSES/CERTIFICATES: None

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 20 pounds. Visual activity to work with students on the computer. Clear speech for office and external communication.

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area most of the time .

SPECIAL CONDITIONS:

Required to work on both campuses and off-campus. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Grants Specialist
Print Title

Employees Signature and Date

Nora R. Garza, Ph.D.
Print Name

Vice President for Resource Development
Print Title

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.