



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	3/27/2018	POSITION #:	FA9903
NAME OF INCUMBENT(S):			
JOB TITLE:	Grant Systems Coordinator		
DIVISION:	Finance, Administration & Advancement		
DEPARTMENT:	Educational Resource Development		
PAY TABLE/LEVEL/GRADE:	AD 3	REPORTS TO:	FA9824

STATUS: *Please click the appropriate boxes that apply.*

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>AFT</u> | <input type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee if this position is pooled. | |

JOB SUMMARY: *(This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)*

This position is primarily responsible for the management of Lansing Community College’s grants processes as well as managing the tracking, reporting and recordkeeping of grants and grant-related activities. Additionally, the position participates in the pre-award activities to include research and identification of external resource development opportunities. The position analyzes Request for Proposals (RFPs), coordinates and facilitates grant-related meetings and manages the process for maintaining the college’s grant writer and grant evaluation pool. This position also provides technical guidance and assistance on grant eligibility, requirements and specifications and works with the LCC Foundation to identify, discuss and develop strategic funding strategies to support college goals and objectives.

DIRECT REPORTS: *(If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).*

Direct Report(s):	<i>Click here to enter position numbers. Use comma to separate</i>
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ESSENTIAL DUTIES AND RESPONSIBILITIES: *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.*

%	No	Essential Duties and Responsibilities
<u>25</u>	1	Manage the tracking, reporting and recordkeeping of grants and grant-related activities. <ul style="list-style-type: none"> ➤ Manage and maintain the grant database ➤ Enter and maintain grant Proposals in Banner (Grants Accounting Module) ➤ Create and maintain permanent paper and electronic records of grant activities ➤ Generate monthly grant reports and other reports as requested; distribute as required ➤ Collect required progress reports from project leads
<u>25</u>	2	Coordinate and facilitate grant-related meetings. <ul style="list-style-type: none"> ➤ Schedule, coordinate and facilitate grant-related meetings and work sessions ➤ Lead/participate in grant proposal planning and development meetings with college staff and/or outside partners
<u>20</u>	3	Analyze Requests for Proposals (RFPs) and provide technical guidance and assistance on grant eligibility, requirements and specifications. <ul style="list-style-type: none"> ➤ Work with College staff (i.e. Financial Services, Project Lead) to resolve grant-related issues
<u>10</u>	4	Manage the college grant processes. <ul style="list-style-type: none"> ➤ Ensure that the established grants processes are followed ➤ Train college employees on the process and associated forms ➤ Analyze and implement grant process improvements
<u>5</u>	5	Coordinate the review and approvals of grant-related documents. <ul style="list-style-type: none"> ➤ Process approvals for grant applications and agreements ➤ Review/research/advise college staff on community partner, grant-related requests for letters of support/commitment
<u>5</u>	6	Coordinate and assist in the submission of appropriate documents in support of grant-related activities. <ul style="list-style-type: none"> ➤ Coordinate the submission of appropriate documentation to maintain the College's annual Title III Eligibility ➤ Coordinate with the CFO's office the creation and maintenance of grant-related system access and permissions for Project Leads or others as required (i.e., FastLane) ➤ Submit documentation to appropriate State Clearinghouses to meet EO 12372 reporting requirements as required ➤ Assist in the review, completion and submission of grant applications
<u>5</u>	7	Manage the process for maintaining the college's Grant Writer and Grant Evaluator pool. <ul style="list-style-type: none"> ➤ Work with Purchasing to revise and release RFPs for the Grant Writer and Grant Evaluator pool (every three years) ➤ Coordinate the review and approval of Grant Writer and Grant Evaluator proposals ➤ Work with outside Grant Writer/Evaluator for the receipt of project proposals; coordinate their involvement/work with the appropriate college staff for projects ➤ Coordinate the selection of Grant Writers or Grant Evaluators as needed; review and approve invoices
<u>3</u>	8	Assist in the development of ERD website content, monthly reports, grant training workshops and other mechanisms to promote college grant activity. Provide grant writing case statement and editing assistance as needed.
<u>2</u>	9	Work with the LCC Foundation staff to identify, discuss and develop strategic funding strategies to support college goals and objectives.

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

KNOWLEDGE

- Knowledge of the policies, processes, methods and procedures of grant management
- Knowledge of external grants application processes, requirements and regulations
- Knowledge of human resources, purchasing, budgeting and operational processes
- Knowledge of the methods of planning, developing and implementing grants
- Working knowledge of system development methods
- Working knowledge of databases and their application
- Ability to analyze and report multi-dimension data

COMMUNICATION/INFLUENCE

- Ability to direct and coordinate proposal development activities of a complex, interrelated, and interdependent nature
- Ability to clearly communicate with internal and external colleagues and stakeholders
- Ability to establish and maintain effective working relationships with internal and external colleagues and stakeholders
- Ability to present complex concepts and data in a clear and concise fashion
- Ability to demonstrate facilitation techniques
- Effective and professional written communication skills

CUSTOMER SERVICE

- Ability to provide courteous, responsive, and positive direction and feedback
- Ability to organize tasks based on priority and available resources

LEADERSHIP

- Ability to work within general methods and procedures and exercise considerable independent judgment to select proper courses of action
- Possess skills to identify and communicate potential (negative/positive) impacts and risks to the Institution
- Ability to lead and guide team activities
- Ability to generate consensus
- Possesses conflict-resolution skills
- Ability to be flexible in regard to priorities, timelines, and resource availability
- Ability to employ continuous improvement practices
- Actively support the College's commitment to diversity and equal opportunity

PROBLEM-SOLVING

- Ability to evaluate situations, analyze problems, identify obstacles, evaluate and prioritize alternatives, draw conclusions, and implement creative and appropriate solutions
- Ability to analyze and appraise facts and precedents in making administrative decisions

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

- Bachelor's Degree in Education, Business, Resource Management, or a related field required
- Minimum of three years of grant development, submission and management or relevant experience required
- Strong oral and written communication skills, coupled with excellent interpersonal and organizational skills, are required

- Ability to manage detail-oriented processes is required
- Ability to prioritize multiple tasks and exhibit data-based decision making in a team environment is required
- Prior experience working with a database required
- Database development skills preferred
- Knowledge of evidence-based practices is preferred
- Familiarity with grant compliance is preferred
- Grant writing experience is preferred

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

WORK ENVIRONMENT: Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

Incumbent's Name (if any).		Incumbent's Signature*	Date
Supervisor's Name		Supervisor's Signature*	Date
Dean/ELT's Name		Dean/ELT's Signature	Date
<i>Note: Signature means approval, otherwise return for signatures.</i>			
Human Resources Rep.		HR Rep Signature	Date
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>			

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: *Enter Position #.*

Date: *Click to enter a date.*

Supervisor's Position #: *Enter position #.*

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
 - Medium (exert 21-50 lbs of force, walk/stand frequently)
 - Heavy (exert 51-100 lbs of force, walk/stand routinely)
 - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- | | |
|---|--|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |