

[Close Window](#)**Position Information**

Job Description Title	Grants Coordinator
Working Title	
Position Number	997512
Home Organization	Research & Sponsored Programs - Kent Campus (100324)
Campus	Kent
Job Open Date	09-02-2010
Job Close Date (1 week, 2 weeks, etc?)	09-16-2010
Pay Grade	40
Basic Function	Provides support for the development and/or administration of Kent State University grant activity by assisting faculty and administrators in obtaining and administering grants and complying with University policy and agency regulations.
Contract Length	12 month
Characteristic Duties and Responsibilities	<p>Serves as liaison and acts on behalf of administrator in dealings within (e.g., chairpersons, project directors, grants accounting, payroll, personnel, etc.) and outside the University (e.g., representatives of federal and state agencies, private foundations, etc.).</p> <p>Coordinates and monitors grant budget activity for University grants to ensure compliance with University policy and federal and agency regulations; reviews and approves grant related personnel appointments on behalf of administrator; provides assistance and advice to project directors on procedural matters, reporting requirements and closeout of grant activity.</p> <p>Assists principal investigators with development of competitive grant proposal budgets based on projects' fiscal needs, University policy, and granting agency regulations; oversees submission of proposals to agencies.</p> <p>Serves as resource person for funding source information and administrative policies and procedures of granting agencies and University.</p> <p>Creates and maintains computerized files and databases on proposal and grant activity; retrieves information for periodic reports and ad hoc reports as requested by University administrators.</p> <p>Researches and compiles reports from historic hard copy files.</p> <p>May train and direct student or temporary employees; may participate in training new employees.</p> <p>Performs related duties as required.</p>

## Leadership and Supervision

## Required Education and Experience:

High school diploma or equivalent; a minimum of four years working with budgets/grant administration (or equivalent training or experience which provides comparable knowledge, skills and abilities).

## Required Knowledge, Skills, and Abilities:

1. Ability to apply University and grant agencies' policies and procedures.
2. Ability to resolve problems independently and make decisions.
3. Ability to define problems, collect data and draw valid conclusions.
4. Skill in interpersonal communication to effectively interact with University personnel and public in person and over the telephone (e.g., to relay information about grant agencies' regulations, to discuss problems with expenditures, to clarify regulations with granting agencies).
5. Ability to read and comprehend a variety of written material, some of a technical nature.
6. Knowledge of bookkeeping/accounting procedures and terminology.
7. Ability to analyze several pieces of information and draw valid conclusions.
8. Ability to locate and correct bookkeeping/accounting errors.
9. Ability to operate a computer for word processing, data entry/retrieval, and data management; knowledge of specific software may be preferred.
10. Skill in written communication (e.g., to compose routine correspondence).
11. Knowledge of office practices and procedures.
12. Ability to operate various office equipment (e.g., calculator, copier machine, facsimile machine, etc.)
13. Ability to perform basic mathematics (e.g., add, subtract, multiply, and divide whole numbers, fractions, and decimals, and to calculate percentages).
14. Ability to gather, collate, and classify information.
15. Knowledge of standard procedures for alphanumeric filing.

Must pass a security check.

## Minimum Qualifications

Education and Experience  
Other Knowledge, Skills, and  
Abilities

## Additional Information

(Unique characteristics or needs of the position)

For this opening and all official job descriptions, please visit our website at [www.kent.edu/hr](http://www.kent.edu/hr).

## Work Schedule

Monday through Friday; 8am-5pm

## Salary Base

14.51

## Physical Requirements

Normal office environment; may require frequent use of a video display terminal; may require occasional off-campus travel.

## Disclaimer

The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the discretion of the Appointing Authority. Kent State University reserves the right to revise or change job duties, job hours, and responsibilities.

## Position Category

Classified

## Specific Contact or Mailing Instructions:

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