

**SAN DIEGO**

**POSITION TITLE:** Administrative Assistant

**REPORTS TO:** Associate Provost of Research and Scholarship

**DEPARTMENT:** Grants and Contracts

**HOURS:** 9:00 a.m. – 5:00 p.m.

**EMPLOYMENT STATUS:** Full-time, exempt

**GRADE LEVEL:** 4

**POSITION SUMMARY**

The Grants and Contracts Administrative Assistant, under the general direction of the Associate Provost of Research and Scholarship and the Director of Grants and Contracts, must be able to perform a wide range of tasks in support of this office. These responsibilities include: developing and managing databases, working independently with investigators to assemble grant applications in a timely fashion, submitting grants and tracking their review, preparing educational materials for faculty; making travel and meeting arrangements, preparing reports and financial data, working with faculty to identify funding sources, conducting searches regarding grant opportunities, and working with other members of the university administration around grant application and award processes. This position requires strong computer and internet research skills, and also calls for flexibility, attention to detail, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.

The successful candidate will be dedicated to providing high quality service to all constituencies of Alliant. S/he will exhibit the highest professional standards and ethical principles and will be committed to the University’s Mission and Vision.

**DUTIES AND RESPONSIBILITIES:**

1. Provide administrative support to the Associate Provost of Research and Scholarship and the Director of Grants and Contracts: coordinate work flow, assist in identification of funding sources, update and track delegated tasks to ensure progress to deadlines, contribute to procedures manual to ensure consistent performance of routines, keep projects on schedule, update webpages.
2. Work with prospective grant applicants to identify grant requirements and oversee building a grant application; research details required for grant submission; contact subcontractors, coinvestigators, Alliant personnel, etc., and instruct them on needed documentation; arrange for budget consultation with Grants and Contracts Accountant; provide supporting material package the application to the agency’s standards, and submit the grant application package on or before due date.
3. Use electronic grant submission processes (e.g., grants.gov), track grant applications post-submission, and inform investigators of grant status.
4. Meet with faculty members to identify their specific research interests and seek funding sources that match faculty needs; provide faculty with user-friendly guide to these sources.
5. Assemble materials for and assist in preparing and updating Grants and Contracts and Associate Provost websites. Creates instructional materials for faculty to help them in seeking grants, finding relevant information, etc.
6. Create and maintain internal databases and materials regarding submitted and funded grants and university scholarship. Maintain and organize records relevant to grant applications and compliance, and other matters related to the office.
7. Compose correspondence/reports, handle mail in priority action order, maintain deadlines on incoming requests, research and draft reports.
8. Set meetings for Director and Associate Provost as needed; prepare minutes and other needed documentation.
9. Maintain calendar, set appointments, coordinate and disseminate necessary information and communications, prepare invoices, screen visitors.
10. Provide administrative support to Director of Grants and Contracts and work with Grants Accountant as needed to assure timely compliance with reporting and other requirements of funded grants and contracts.
11. Make travel arrangements, prepare itinerary for trip, and prepare expense reports.
12. May supervise student assistant(s), if used.
13. Other duties as assigned.

**POSITION REQUIREMENTS:**

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**Education**: BA/BS, prefer at least 2 years equivalent work experience.  
  
**Required Qualifications**: Organizational skills, strong interpersonal and problem-solving skills, able to complete tasks by required deadlines; attention to detail and ability to manage multiple projects; prefer experience in grant submission or administration and understanding of grants and contracts submission process and grant requirements.

**Technical skills**: familiar with word processing programs, Excel, Outlook, Power Point, internet search engines; prefer familiarity with grant search programs and databases such as grants.gov and InfoEd/Smarts; experience successfully submitting grants using electronic grant submission software (e.g., grants.gov).

Anti-Discrimination Policy   
  
Alliant International University prohibits discrimination in employment and in its educational programs and activities, including admission or access thereto, on the basis of race, national origin, color, creed, religion, sex, age, marital status, disability, medical condition, veteran status, sexual orientation, gender identity or associational preference.   
  
Alliant International University is an Equal Opportunity Employer, committed to ensuring a high quality of education through the diversity of the University community and the curriculum. Women, people of color, people with disabilities and people from other underrepresented groups are encouraged to apply, as we actively seek to increase diversity at all levels.   
  
The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders.   
  
This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.