

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: GRANT SPECIALIST I (Grant Funded Position)

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for assisting the college's grants development and grants administration efforts. This work ranges from advanced staff assistance and clerical support to building personal relationships with funders and advising project directors on procedural requirements.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Prefer Office or Project Management training beyond secondary school level.
2. Years of experience in field: Three years' responsible office experience with a non-profit or governmental agency required.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of business English, spelling and punctuation. Knowledge of office practices and procedures. Knowledge of computer usage. Knowledge of some aspect of non-profit/government fund-raising.

Ability to operate a computer in entering, retrieving, and manipulating data. Ability to prepare documents and compose letters and memoranda. Ability to make decisions in accordance with college rules, regulations and policy. Ability to cultivate and maintain relationships with funders. Ability to understand applicable legislation, rules and regulations; ability to present ideas clearly in written or oral form.

### ESSENTIAL JOB FUNCTIONS:

The position covers both pre-award and post-award grant duties. From time-to-time the focus may be considerably greater in one of these two areas.

1. Compile information on potential funders from a variety of sources including online searches and specialized databases.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Initiate multiple contacts with representatives of potential funders to secure key information and establish personal rapport.
3. Secure and file key documents for administrative use and potential compliance audits regarding grants received by the college.
4. Contact various college personnel to ascertain status of projects and required reports or other documents or information.
5. Attend range and staff meetings of various college personnel to plan grant proposals or to implement grant-funded activities.
6. Answer questions from college personnel regarding procedures for administering grant-funded activities.
7. Enter data into computer containing specialized technical terminology or other information. Use computer, data entry equipment, or word processors to input data.
8. Travel for training or to meet with existing or potential funders.
9. May be required to work a flexible schedule—late afternoons or evenings, or on weekends.
10. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:      Ocala Campus

SUPERVISOR OF POSITION:      Director of Grants Funding