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| **HR DATA****Position Title****If faculty, tenure track status****Reports to (title)****Department****Requisition Number****Position Type****Job Category****Salary: $45,000-$55,000****Job Open Date****Job Close Date****Priority Review Date****Major Function: Manage grant activities by:**1. Manage day-to-day activities;
2. Monitor budget and finances;
3. Supervise staff;
4. Assist with report preparation and submission
 | **Essential Responsibilities and Duties:**1. ***Manage day-to-day activities:***
* Recruit and manage grant participants;
* Collect and track grant data;
* Coordinate meetings with internal and external partners;
* Arrange travel;
* Represent the grant in the absence of the project director or principle investigator;
* Facilitate working relationships with internal and external associates
1. ***Monitor budget and finances:***
* Monitor the daily financial activity of the grant;
* Submit invoices for approval;
* Review and be familiar with financial restrictions;
* Submit regular reports to the director or PI for review;
* Coordinate major purchases;
* Work with College Business Office staff to track expenditures, ensure proper spending and invoicing.
1. ***Supervise project staff*:**
* Coordinate efforts of other project staff;
* Report staff activity to project director or principal investigator.
1. ***Assist with report preparation and submission:***
* Review and be familiar with sponsor reporting requirements, both technical and financial;
* Enter data into sponsor required forms;
* Coordinate internal report approval as necessary;
* Coordinate report submission.
 | **QUALIFICATIONS:****Education and Experience:*** Bachelor’s degree
* Two yrs. experience managing technical and regulatory aspects of large projects
* One yrs. experience in budget management
* Supervisory experience (1 or more staff)
* Two yrs. experience working with grants

**Knowledge and Skills:*** Working knowledge of basic accounting principles;
* Proficient with federal grant submission and reporting programs;
* Current knowledge of federal grant compliance principles; ability to understand and interpret policy, procedures and regulations as they relate to the grant
* Ability to prioritize and deliver quality work subject to multiple and/or concurrent deadlines;
* Attention to detail;
* Critical thinking;
* Strong computer skills, particularly Microsoft Office and databases design and data entry;
* Valid Utah driver’s license and reliable vehicle
* Ability to travel to out-of-state meetings as required

**Preferred:** * Experience in higher education
* Master’s degree

**Non-Essential Responsibilities and Duties*** Other duties as assigned and as relevant to the project
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**Job Description Template for Publicly Funded Proposals**

**Grant/Project Manager**