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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 |

**Job Description Template for Publicly Funded Proposals**

**Grant/Project Manager**