

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Grants Coordinator	FLSA status:	Exempt
-------------------	--------------------	---------------------	--------

DEPARTMENT:	Business Office	REPORTS TO:	Vice President of Fiscal Services
--------------------	-----------------	--------------------	-----------------------------------

Position summary: Under indirect supervision, this position coordinates the pre-award planning, organization, and preparation, and the post-award administration of various grants assigned to one or more departments of the college. This position reports directly to the Vice President of Fiscal Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's grant funds.

Position responsibilities:

- Coordinates the planning and preparation of grant proposals for one or more departments; provides guidance and assistance to auditors in the interpretation of funding agency regulations and requirements.
- Serves as a liaison between auditors, granting agencies, and the Controllers office in the budgeting and preparation of grant proposals; researches, compiles and prepares comprehensive budget justifications for auditors.
- Prepares and compiles components as requested for each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Advises and/or assists as appropriate in the design, formatting and preparation of grant documentation, to include creation of computerized statistical summaries and/or graphics.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.
- Develops and maintains a library of reference documentation, including such information as funding agency requirements and forms, auditor profiles and curriculum vitae, abstracts and reference literature, and other pertinent material.
- Provides advice and guidance to researchers on the application of grant funding policies, regulations, and procedures; facilitates and supports the research and identification of funding opportunities on behalf of auditors, as appropriate.
- Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.
- Maintains currency of knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes and on the impact of changes on funded operations.
- Maintain vehicle mileage logs for all college vehicles and prepare monthly reports.
- Maintain and oversee copier fleet for the College.
- Provide innovation and vision for the College.
- Work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree with at least 3 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to make administrative/procedural decisions and judgments.
- Skill in the use of personal computers and related software applications.
- Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Skill in organizing resources and establishing priorities.
- Knowledge of current developments/trends in area of expertise.
- Ability to provide technical advice and information to faculty and staff in area of expertise.
- Knowledge of federal, state and/or community funding sources and mechanisms.
- Ability to communicate effectively, both orally and in writing.

- Knowledge of grant funding policies and procedures and applicable local, state, federal and college regulations.
- Ability to develop and produce grants and other proposals.
- Database management skills.
- Ability to conduct literature searches.
- Knowledge of budgeting and fiscal management principles and procedures.
- A strong public service orientation to work well with faculty, staff, and students.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/residence work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.