

**Southern Connecticut State University
SUOAF Position Description**

POSITION TITLE: Grant Project Assistant (Grant Funded)
RANK: Administrator I
DEPARTMENT: CARE – College of Health and Human Services
SUPERVISOR: CARE Director

POSITION SUMMARY

Under the supervision of the CARE Director, the Grant Project Assistant will assist with the following activities will support activities on multiple federal and state grants in the areas of programmatic, financial, and administrative coordination. The position supports the basic business operations and coordination and assists the Director with the SCSU processes and procedures.

The incumbent will have a collaborative relationship with CARE staff and will serve as a liaison with grant-related personnel in the Office of Sponsored Projects and Research.

SUPERVISION EXERCISED

None.

POSITION RESPONSIBILITIES

Assists the Director with the preparation and timely filing of documents and paperwork to process personal service agreements, subcontracts, honoraria, purchase orders, and other similar processes. Communicate with relevant people to acquire needed information. Track processes throughout the system through full execution, communicating with relevant personnel along the way (SPAR, Accounts Payable, etc). Process other purchases and orders as needed.

Assists the Director with preparation of invoices and processing payments through the university's systems. Track processes throughout the system through full execution, communicating with relevant personnel along the way.

Assists the Director with the review of grant expenditures, tracking expenditures, and developing systems for budget management.

Assist in reviewing financial reports to ensure backup documentation is complete.

Collaborates with the Office of Sponsored Programs and Research for activities related to pre-award submission and post-award administration

Maintain electronic files that document processes.

Performs data entry tasks and maintains electronic files related to grant funded projects, prepares reports.

Support grant-related community projects by assisting with project planning, launch, and execution of programs.

Assists with activities required to execute program functions.



Coordinates meetings and other logistics to support overall organizational functions.

Effectively coordinates problem resolution of issues.

Performs other essential duties consistent with the general scope of the position.

QUALIFICATIONS

A Bachelor's degree along with experience providing front-line customer service and/or administrative support and/or supporting grants, projects, or programs; or other relevant work experience is required. Excellent organizational skills and attention to detail. Excellent time management skills. Effective oral and written communication. Strong interpersonal skills with the ability to be diplomatic and work effectively with diverse audiences. Ability to prioritize projects. Ability to balance taking initiative and taking the time to ask clarifying questions. Strong computer skills with a working knowledge of spreadsheets, database applications, and word processing. Grant support and management experience preferred. Proficiency with Microsoft Suite. Credentials and/or experience substantially comparable to the above may also be considered.

	7/11/2022		07/09/2022
For SCSU	Date	For SUOAF	Date
		Tracking# 22070901JD	

FLSA: Exempt

Created 5/2022

APPENDIX B
SUOAF-AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position title &

rank: Grant Project Assistant (Grant Funded), Admin I

University: Southern

Date: 07/09/2022

Level 1, Day 0 – Univ. Chief Human Resources Officer creates and presents package to Chapter level SUOAF designee for review. Attachments shall include the following items where applicable: (1) a copy of this form; (2) new and former position descriptions; (3) salary, rank, and rationale; and (4) any additional information required.

Initiating president or designee

LaKecia Anderson, University HR Administrator

Date presented to univ. SUOAF rep.

06/23/2022

SUOAF univ. review & recom. by

Robert DeMezzo, SUOAF-SCSU Chapter President

Date of SUOAF university review

07/08/2022

The above-mentioned package has been forwarded to the Local Union by the university Chief Human Resources Officer. Date: 06/23/2022

Level 2, Not to exceed 10 working days after receipt – Statewide SUOAF review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval, SUOAF shall return all materials to the initiating University Chief Human Resources Officer or designee.

SUOAF Local Pres./desig.: Jon Derman

Date: 07/09/2022

Disposition at SUOAF Local level:

approve proposed rank & salary

disapprove proposed rank & salary

Comments or recommendations:

Tracking# 22070901JD

Date returned to Univ. Chief Human Resources Officer: 07/09/2022

Level 3, Not to exceed 10 working days after receipt – Univ. Chief HR Officer brings paperwork to Council on Employee Relations meeting for review. If no further issues arise, the form is signed by and remains with the Chancellor/designee. If significant changes are required, docs. are returned at Level 1. Minor changes may be affected by appropriate phone consultation.

Date considered by CER: _____

Disposition at Council Level:

approve

disapprove

Comments or Recommendations:

Chancellor/designee: _____

Date: _____

The Univ. Chief Human Resources Officer will provide a signed copy of this form to the SUOAF chapter president.