

**GRANT ADMINISTRATOR/ GRANT SPECIALIST**

**RONALD E. MCNAIR SCHOLAR PROGRAM**

**REPORTS TO:** McNair Project Director

**E CLASS:** FT 12 Month

**FLSA:** Exempt

**PURPOSE:**

The Office of the Provost invites applications for a Grant Administrator/Grant Specialist for the Ronald E. McNair Scholar Program. The Miles College McNair Program seeks a dynamic, motivated, and collegial person with a strong commitment to supporting student success to serve as a Grant Administrator/Grant Specialist and records coordinator for the federally funded TRIO McNair project. This individual will manage the grant activities and office and perform record-keeping, customer service, clerical duties, and grant information management, as assigned for the McNair Program. The ideal candidate for this position shall possess the necessary excellent administrative skills, an interest in grant work, and a clear commitment to the goals and objectives of the McNair Scholar Program. This is a grant-funded position and is secure only during the funding period.

**REQUIRED QUALIFICATIONS:**

The Grant Administrator/Grant Specialist must possess knowledge equivalent to that acquired through the first two years of college with a minimum of five years of related and progressively expansive work experience in word processing, spreadsheets, databases, account ledger maintenance, and university policies and procedures. Experience and knowledge related to students from low-income or first-generation backgrounds, persons with disabilities, or underrepresented groups in graduate education are essential. The Grant Administrator/Grant Specialist must be able to maintain confidentiality. An associate degree (Bachelor’s degree preferred) from an accredited institution in office management, accounting, business, science, or a related field. Minimum of two years experience working in an office environment; ability to communicate orally and in writing; excellent organizational skills; proficient word processing and data entry skills are required. Experience working with grants, TRIO programs, or a diverse, underrepresented, or disadvantaged student population is preferred. Interpersonal skills are required.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Organize and maintain a confidential filing system and database for all participants, program activities, and services. Must demonstrate an extremely high regard for confidential and sensitive information, including personal information.
2. Assist in information mining on grant regulations and policies.
3. Assist in tracking McNair participants to collect data on retention, graduation, grade point averages, internship activities, graduate school applications, and graduate school enrollment for project evaluation.
4. Disseminate information about program services to other staff members and Miles College student applicants and/or enrollees to assist with identifying first-generation, low-income, and underrepresented students.
5. Assist with recruitment and selection of new participants.
6. Assist with creating and maintaining accurate records, project reports, documentation, and an online database to facilitate records retention.
7. Assist the Director in monitoring inventories, purchase requisitions, make purchases, trip requests, and expense statements.
8. Assist in scheduling appointments with participants at prescribed intervals to review academic progress, performance, personal concerns, and other relevant issues.
9. Gather, evaluate, and maintain necessary records in the student participants’ files.
10. Assist in developing forms, handbooks, marketing materials, and publications related to the program.
11. Assist in the planning and implementing of cultural/educational trips and student research opportunities.
12. Assist the Program Director in assessing the effectiveness of services for future program improvement.
13. Facilitate communications on behalf of the McNair program
14. Assist other personnel as may be required for program efficiency
15. Perform other duties as assigned by the Program Director.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Ability to develop and maintain supportive relationships with program participants.
2. Highly organized and efficient with the ability to serve as a collection point for all records pertaining to project expenditures including copies of requisitions, purchase orders, time sheets, absence forms, and program participant activities.
3. Assist with collection of evidence and documentation for students, as needed.
4. Flexible approach to supporting students and program director.
5. Experience and empathy when working with students who are first-generation college students, students who come from low-income backgrounds, and students with disabilities.
6. Ability and interest to provide outstanding customer service
7. Ability to work effectively under time constraints
8. Must be detail-oriented and self-motivated
9. Must be a team player and get along with others
10. Excellent communication skills (using the English language)
11. Must demonstrate flexibility, common sense, and good judgment
12. Ability to write routine reports and correspondence
13. Interpersonal skills required
14. Basic Knowledge of computers: Microsoft Word, Excel, PowerPoint, Google Sheets, Google Docs, or similar applications.
15. Ability to learn to navigate budgetary software, online database system
16. Strong customer service, organizational and problem-solving skills.

**WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may also require standing or walking and/or the lifting and carrying of small objects.

**TRAVEL:**

Travel may be required.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu. *Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future*.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/title-ix).