Administrative Coordinator & Grants Administrator
Position Description

Position Title: Administrative Coordinator & Grants Administrator
Reports To: CAO
Status: Hourly
Job Type: Full-time
Supervises: N/A
Location: Office

Requires ability to handle multiple tasks simultaneously, while prioritizing to meet deadlines. Must be able to communicate with a variety of executives effectively and efficiently, technical and administrative personnel. Must function with flexibility and responsiveness to changes and short deadlines.

Performs administrative and technical functions of a more complex nature than an Administrative Assistant. Exercises a higher degree of discretion and initiative and has knowledge in one or more areas of work; e.g. grants administration, public relations, and fundraising, along with event planning.

Competencies:

- Effective collaboration and relationship building.
- Exceptional organization of systems, processes, and people.
- Professional management skills.
- Excellent oral and written communication.
- Attention to detail and good judgement.

Following are the main responsibilities of the AC/GA:

- Administrative Coordinator to CAO
  - Provides administrative support to an individual or office
  - Composes and prepares correspondence
  - May help to prepare final, formal reports and materials for CAO’s presentation to Board Committees and Board meetings
  - Organizes and maintains file system and files correspondence and other records
Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings

- **Grants Administration**
  - Provides grant support for the Principal Investigators
  - Provides grant support for Institutional Advancement
  - Expert ability to navigate multiple websites and systems
  - Research new grant opportunities for Principal Investigators and IA department

- **Technology Transfer**
  - Organize and track all invention disclosures and patent applications, all Material Transfer Agreements, Confidential Disclosure Agreements and Research Agreements
  - Read, interpret and evaluate documents with regard to impact on Institute priorities
  - Submission of invention reports to appropriate government agencies

- **Institutional Advancement**
  - Writing and editing solicitation and acknowledgement letters for annual appeal and special campaigns
  - Methodical and accurate database entry, maintenance, and donor report production
  - Planning and coordinating memorable events and productive meetings
  - Supporting and implementing fundraising initiatives
  - Contributing to social media portfolio development and collaborating on website revamp and updates

- **Events Planning**
  - Organization of bi-annual scientific summits, annual lectures, etc.
  - Assist with the planning of employee related events and outreach

- **Annual renewals/reports to various federal and state regulatory agencies** [i.e. System for Award Management (SAM)]
  - Assist with the management of social media platforms such as; Facebook, Twitter, Instagram, LinkedIn

**Knowledge and Skill Requirements:**

- Associates degree or equivalent in appropriate field and/or 2-4 years of administrative support experience

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,
skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Requires exceptional judgment and discretion

• Excellent verbal and written communication skills

• Strong organizational skills and ability to multitask

• Exceptional attention to detail and organizational skills

• Problem-solving and decision making skills

• Exceptional computer skills with expert proficiency in Microsoft Office Suite (Word, Excel, Powerpoint, Outlook) and Adobe Acrobat, plus ability to learn new products/tools as available

• Troubleshooting and performing related duties and special projects as assigned

• Other duties as assigned

• Job Type: Full-time
• Pay: From $22.00 per hour
• Expected hours: 37.5 per week
• Schedule: Monday to Friday
• Work Location: In person

### Lifting Requirements:

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<tr>
<th></th>
<th>SEDENTARY</th>
<th>LIGHT</th>
<th>MEDIUM</th>
<th>HEAVY</th>
<th>VERY HEAVY</th>
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<tbody>
<tr>
<td></td>
<td>Lifting up to 10 pounds maximum and occasionally lifting and/or carrying small items (files, manuals, binders)</td>
<td>Lifting 20 pounds maximum with frequent lifting and/or carrying objects up to 10 pounds</td>
<td>Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds</td>
<td>Lifting 100 pounds maximum with frequent lifting and/or carrying objects up to 50 pounds</td>
<td>Lifting objects in excess of 100 pounds with frequent lifting and or carrying objects weighing 50 pounds or more</td>
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**Physical Demands:**

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<th>Activity</th>
<th>Not Required</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
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<tbody>
<tr>
<td>Bending</td>
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<tr>
<td>Keying/Fingering</td>
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<td>Hearing</td>
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**DEFINITIONS**

**NOT REQUIRED:** May be a routine part of the job, but the essential functions can be performed without this activity.

**OCCASIONAL:** Activity is needed to perform the essential functions of the job at random intervals.

**FREQUENT:** Activity is a usual and customary part of the essential functions of the job.

**CONSTANT:** Activity is continually occurring and required to perform the essential functions of the job.

______________________________    ____________________________
Employee Signature                      Date