



**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:***

	<b>SEDENTARY</b>	Lifting up to 10 pounds maximum and occasionally lifting and/or carrying small items (files, manuals, binders)
<b>X</b>	<b>LIGHT</b>	Lifting 20 pounds maximum with frequent lifting and/or carrying objects up to 10 pounds
	<b>MEDIUM</b>	Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds
	<b>HEAVY</b>	Lifting 100 pounds maximum with frequent lifting and/or carrying objects up to 50 pounds
	<b>VERY HEAVY</b>	Lifting objects in excess of 100 pounds with frequent lifting and or carrying objects weighing 50 pounds or more

**Physical Demands:**

	Not Required	Occasional	Frequent	Constant
Bending		X		
Keying/Fingering				X
Hearing				X
Reaching		X		
Seeing				X
Speaking				X
Standing		X		
Walking		X		

**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