



Position Title:	GRANTS COORDINATOR (Coordinator)
Recruitment #:	195
Full/Part-Time:	Full-time
Temporary:	Temporary, ends on or before September 30, 2025. Any continuation beyond September 30, 2025, is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary:	\$3,400 - \$4,768 per month
Department:	NSME Go in the College of Natural Sciences, Mathematics & Engineering (NSME)
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	November 7, 2024
Closing Date:	November 21, 2024

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires **(including those on campus)** submission of:

- A standard CSUB, Auxiliary job application download at: https://www.csub.edu/hr/hrdocs/CSUB_Auxiliary_Employment_Application.pdf
- Names of three (3) professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable and requested
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education, and experience required.
- Please review the Application Procedure section for instructions on how to submit your application.

POSITION PURPOSE: The CSUB Public Health department is committed to preventing disease, promoting health, prolonging life and reducing health disparities in the Central Valley. Pathway Adelante: A Model HIS Career Pathway in Health Sciences grant supports the activities of the public health department and aims to increase access and close opportunity gaps for its students. Under the general supervision of the Director of the grant project, and the director of Grants and Outreach of the College of Natural Sciences, Mathematics, and Engineering, the Grants Coordinator is responsible for a variety of complex and responsible administrative support duties and serves as a resource for program staff and faculty.

DUTIES:

Grant Implementation and Closure Support:

- Assist in following and understanding each grant agency’s award letter, contract, and guidelines
- Attend periodic meetings with Grants, Research, and Sponsored Programs (GRaSP) personnel and P.I.s
- Assist GRaSP with preliminary and final grant budget/contract paperwork
- Assist in the preparation of grant award packets of initial contract, guidelines, and other important documentation for authorization
- Adhere to budgetary and grant expectations as established by P.I.
- Assist P.I. with any grant funded agency reporting
- Review account charges in response to P.I. questions, such as whether a no-cost extension will need to be requested
- Ensure all costs are accounted for before grant closure and submit encumbrance list
- Store grant records in accordance with CSU Record Retention & Disposal Schedules and funding agency requirements

Budget Review, Reconciliation, and Budgetary Planning Support:

- Assist P.I. in developing new budgets and provide projections for grants
- Assist P.I. in maintaining annual expense worksheets for each grant assigned
- Assist in the maintenance of accurate annual budgets, financial resource records, and proactively monitor expenditures for varying grant fiscal years

Auxiliary for Sponsored Programs Administration

California State University, Bakersfield
9001 Stockdale Hwy. • 37 ADM • Bakersfield, CA 93311

- Assist GRaSP in the preparation of grant budget reports for P.I.
- Act as a representative on behalf of the grant P.I. in budget meetings with GRaSP, if needed
- Prepare faculty release time paperwork; calculate monthly personnel salaries and benefits charged to the grant
- Reconcile fiscal accounts for assigned grant budgets, including expenditures and encumbrances
- Review annual budgets and assist P.I. in anticipating unaccounted costs for year-end grants' accrual lists
- Review, scan, and log all budget related forms for accuracy before obtaining appropriate approval signatures

Other job duties: Perform other job-related duties and special projects as assigned.

REQUIRED QUALIFICATIONS: Requires completion of a high school program or equivalent and three (3) years of recent demonstrated progressively responsible administrative office support and budget experience.

SKILLS, KNOWLEDGE, ABILITIES (SKA's):

- Regular and reliable attendance is required.
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Thorough mastery of English grammar, punctuation, and spelling.
- Expertise in using office software packages, technology, and systems.
- Ability to interpret and apply policies and procedures independently and use judgment and discretion to act when precedents do not exist.
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference.
- Ability to effectively write and present own reports.
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects-
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Ability to interpret and apply policies and procedures independently and use judgement and discretion to act when precedents do not exist
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions to other areas
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions
- Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference-
- Ability to effectively write and present own reports
- Ability to use negotiation and persuasion skills to achieve results and expedite projects
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited university.
- Three (3) years professional experience in a higher education setting.
- Demonstrated skills in an institutional/educational environment possessing a customer-oriented and service-centered attitude.

APPLICATION PROCEDURE: The official California State University Bakersfield Auxiliary for Sponsored Programs Administration application is located at this link: https://www.csub.edu/hr/hrdocs/CSUB_Auxiliary_Employment_Application.pdf and must be completed in full and received in the Human Resources Office by 5:00 p.m. via email on specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. **Please email your application materials to jobs@csub.edu and reference Auxiliary #195 in the subject line.**

Applications are available outside the Office of Human Resources and may be downloaded from the CSUB Auxiliary for Sponsored Program Administration website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 6-8 weeks from the closing date for a position to be filled.

To check the status of your application, go to the California State University Bakersfield Auxiliary for Sponsored Program Administration **page at:** <https://www.csub.edu/hr/auxiliary.shtml>. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience, and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Bakersfield Auxiliary for Sponsored Programs Administration. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU Bakersfield Auxiliary for Sponsored Programs Administration as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the Auxiliary or individuals in the university community.

MANDATED REPORTER: Not a reporter

GENERAL INFORMATION: It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment.