State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, Grants and Research

Reports to: Associate Vice President, Planning & Institutional Effectiveness
FLSA Status: Non-Exempt
Level: 118
Position Class:

Job Summary:
This position is responsible for compiling, reporting and warehousing data to support the research, grant development, evaluation, decision-making and reporting functions of the Resource Development Department and the Office of Planning and Institutional Effectiveness. Conducts research for sources of external funding for College initiatives; performs grant development activities; aids in the production of proposals and reports, supports grants management follow-up; and provides organizational, communication and administrative support to the Resource Development Department and the Office of Planning and Institutional Effectiveness.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Performs research and generates data analysis reports as assigned by the Grants Coordinator and the Associate Vice President, Planning and Institutional Effectiveness.

2. Develops and maintains a system of data collection and retrieval, as well as a warehousing mechanism (an archival database for easy access to data, reports and data extraction programs for future use and reference).

3. Creates reports to extract data for research purposes.

4. Researches national, state, and local information, statistics, trends, best practices and policies that may impact SCF planning and effectiveness.
5. Orders and maintains supplies, and arranges for equipment maintenance. Prepares purchase orders, receives merchandise. Assists in preparation and maintenance of the departments’ budget expenditures and balance, records and files, including the daily routine operation(s) for the two offices.

6. Coordinates and arranges meetings, prepares agendas, records and required materials, and reserves and prepares facilities. Takes minutes of meetings and prepares minutes for distribution. Oversees and maintains the web page for Institutional Effectiveness and Resource Development.

7. Monitors Internet funding sites, databases, and email updates related to grant and foundation funding possibilities and reports findings to the Grants Coordinator and appropriate college personnel.

8. Facilitates Resource Development Committee meetings as well as internal/external partnership and grant-writing group activities, providing input and content as requested by the Grants Coordinator; arranges meetings as necessary to accomplish work-group objectives in a timely manner.

9. Conducts subject matter and quantitative research, including simple statistical analysis, providing written reports based on the above research.

10. Aids in the development of project outlines and facilitates the timely submission of proposals, reports, presentations and drafts of Board of Trustees agenda items.

11. Crafts and/or edits portions of grant proposals, reports and/or presentations based on research conducted and/or input from grant-writing committee(s) and the Grants Coordinator.

12. Provides administrative support for grant-writing activities and uses a variety of College and other software applications for grant proposals, reports, presentations, and other documents.

13. Assists the Grants Coordinator to facilitate grant management setup and to track project performance and budget utilization as well as the timely submission of program and fiscal reports.

14. Facilitates projects for and provides administrative support to the Resource Development Department and the Office of Planning and Institutional Effectiveness

15. Performs other duties as assigned

**Job Qualifications:**
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.
• **Education/Experience:**
  Bachelor’s degree from a regionally accredited four-year college or university and three years related experience and/or training; or equivalent combination of education and experience. Experience with data extraction is required.

  Preferred experience includes: three years’ experience in programming and/or web application, statistics and research, work history in higher education, not-for-profit organizations, journalism, public relations (marketing) or other position requiring both statistical research and writing. Experience in project planning and working with grants is a plus.

• **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is preferred.

• **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

• **Computer Skills:**
  Experience with report writing software for extraction of data with multiple research tools, such as but not limited to: Visual Basic, SQL, and SPSS. Ability to utilize word processing, spreadsheet, and presentation software for creating and/or editing documents, reports and presentations. Basic knowledge of database and web development software preferred. Must become efficient with current college database software and other college required software within one month of hire.

  **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Responsible for department inventory, placing initial orders for supplies and other items as approved by the department head, and for periodic monitoring of grant budgets to determine amount and rate of expenditure per line item for reports.
Responsibility for Communication:

- **Internal Contacts:**
  This position has routine contact with all levels of SCF staff, administrators, and faculty.

- **External Contacts:**
  This position has frequent contact with people outside of SCF, including, but not limited to, funding agencies, educational institutions, social service organizations, business and industry, and the general public.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules.
6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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