

**EAST VALLEY INSTITUTE OF TECHNOLOGY
JOB DESCRIPTION**

JOB TITLE: Grant Coordinator

DIVISION: SCHOOL **STATUS:** Full time-Grant Funded

DEPARTMENT: ADULT **TERM:**

SUPERVISION RECEIVED: DIRECTOR OF ADULT EDUCATION

ESSENTIAL DUTIES:

- ◆ Develop accurate reports based on grant requirements.
- ◆ Gather and present accurate information and adhering to deadlines.
- ◆ Monitor paperwork and other related documents connected to grant funding.
- ◆ Attend all required grant meetings.
- ◆ Recruit, advise and properly enroll grant recipients.
- ◆ Maintain mandatory testing for recipients.
- ◆ Maintain excellent internal and external customer service.
- ◆ Direct and coordinates evaluation and monitoring of grant-funded programs.
- ◆ Write specifications for evaluation or monitoring of program.
- ◆ Ensure all grant recipients are eligible to receive funds
- ◆ Maintain accurate record keeping of grant recipients' attendance and progress in programs.

MINIMUM QUALIFICATIONS:

- ◆ Prior experience with grant writing and/or grant coordination. Minimum of bachelor's degree. Knowledge in Microsoft Office and positive customer service experience.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES:

- ◆ Organized and attention to details.
- ◆ Excellent analytical and presentation skills.
- ◆ Excellent communication skills (verbal and written) and interpersonal skills.
- ◆ Effective relation building capability to maintain good relation with all departments, outside agencies, and students.
- ◆ Proficient in computer skills and data entry.
- ◆ Willingness to add value to organization.

WORKING CONDITIONS:

- ◆ General Office setting. Periodic in-state travel for grant required meetings and training.

SALARY:

Based on skills, experience, and qualifications.