



Savannah State University Position Description – Grants Specialist II

POSITION DESCRIPTION

Position Title: Grants Specialist II FLSA Status: Exempt
Reports to: Director Title III
Department: Title III
Date Prepared: June 2003

BASIC FUNCTION

This position is accountable for providing administrative and financial oversight over day-to-day operations of grants. This includes, more specifically, the detail budget monitoring and overall responsibility.

NATURE & SCOPE

This position, under the direction of the Director of Title III is responsible for the processing and approval of all Title III expenditures on a year by year basis for ten separate activities. The incumbent processes and maintains inventory reports and time and effort reports for grants. A separate expenditure tracking system for each activity is also maintained.

Maintaining effective communication between grantees and other university departments is critical to the successful grant operation. It is also essential that the General Ledger and appropriations are current and are received in a timely manner in order that Title III Office can compare records with University office records.

The Grants Specialist II serves on project oriented teams from time-to-time focused on a specific project goal.

PRINCIPAL ACCOUNTABILITIES

- Oversees the day-to-day operations of the grant office
- Coordinates the receipt and processing of all Title III activity and sub-activity awards to assure programmatic and financial compliance
- Processes purchase and check requests and maintain current budget activity via spreadsheet for each program
- Acts as liaison between programmatic and financial management functions, activities, agencies and personnel

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires an advanced degree and a Grants Management Certification.