

MARIST COLLEGE

Office of Human Resources

Academic Grants Assistant (CL-2)

Department

Academic Grants

Summary

Complete complex, technical, and clerical tasks related to all academic grants and in direct support of the day to day operations of the Academic Grants Office

Duties and Responsibilities

- Receive and screen all visitors and phone calls to the office. Answer questions as able or refer inquiries to appropriate person
- Collect process and organize all grant related mail. Send out grant application files as needed
- Maintain and monitor all grant related budgets, and assist in the preparation of applications
- Maintain and monitor hard copy and electronic proposal related files
- Assist in coordinating various events, meetings and luncheons
- Identify and maintain databases of funding opportunities, faculty and staff research interests, and grant information
- Design and implement other databases as necessary to improve operational efficiency of the office, including budget spreadsheets
- Consult with faculty and staff to match funding opportunities with research interests
- Provide technical assistance and training regarding electronic grant information searches
- Track and order all office supplies. Complete purchase orders
- Retain information concerning all state and federal grant related regulations
- Type correspondence, including response emails and letters on behalf of the director
- Supervise student workers
- Possess intimate knowledge of institutional structure
- Consistently demonstrate courtesy, tact, professionalism and the ability to handle difficult people
- Perform other job-related duties as required

Requisite Skills

- 5C-Advanced Written Communication
Consistently demonstrates ability to create complex correspondence with speed and accuracy. May be required to communicate or respond independently, utilizing advanced knowledge of supported word processing software
- 6C-Advanced Office Organization
Consistently demonstrates ability to independently manage operational aspects of the office including time management, event supervision, project timelines, and confidential papers. Consistently demonstrates ability to file documents and records using complex filing procedures, as well as a strong knowledge of retention policies
- 7B-Intermediate Record & Data Processing
Consistently demonstrates ability to process routine forms and records quickly and accurately, using multiple programs, and investigate and resolve problems such as missing or inaccurate data. Consistently demonstrates attention to detail
- 14B-Intermediate Data Searching (Software)
Effectively demonstrates intermediate knowledge of various web-based search engines used in department. Consistently demonstrates ability to operate navigational tools with no guidance
- 15B-Intermediate Interpersonal Communication
Consistently demonstrates courtesy, tact and professionalism, as well as sensitivity to the concerns or interests of others in conveying information. Demonstrates patience and the ability to handle difficult people
- 16B-Intermediate Judgment
Consistently demonstrates ability to reference operational procedures within department on routine matters and independently select suitable responses
- 17B- Intermediate Responsibility
Consistently demonstrates ability to prioritize, coordinate and complete (start to finish) basic work assignments with minimal to no assistance or instruction, such as preparing faculty appointment letters