Academic Affairs – Special Assistant to the Vice President for Academic Affairs & Grantsmanship Officer

The Special Assistant/Grantsmanship Officer reports directly to the Vice President for Academic Affairs and is responsible for assisting the Vice President in strategic planning and assessment, organizational development of the Academic Affairs area, development and monitoring of annual budget, and oversight of grants and grant compliance (in coordination with the Sponsored Programs Office). The Assistant assists faculty and staff in locating and cultivating potential funding sources; developing and submitting proposals; and executing contracts and award documents.

Qualifications:

- Minimum of bachelor’s degree in related field, Master’s preferred.
- Proven record of progressively responsible administrative experience, preferably in a college or university setting.
- Three to five years experience in obtaining and monitoring external funding.
- Have working knowledge of office management, budgeting, and problem solving techniques.
- Work with little or no supervision, using independent judgment with difficult assignments.
- Handle multiple tasks and projects and prioritize based on departmental functionality.
- Possess excellent communications skills, oral and written.
- Demonstrate excellent research and analysis skills.
- Have excellent interpersonal and team building skills.

Essential Duties and Responsibilities:

- Complete relevant research projects, ensuring accuracy and reliability of data.
- Coordinate and complete requests for surveys and other academic data.
- Serve as Academic Affairs liaison between the Vice President for Academic Affairs and academic departments and programs.
- Serve as executive assistant to the Vice President for Academic Affairs on all matters relating to academic program planning, strategic planning, budget management, and other matters as assigned.
- Coordinate the budgetary process for the Title III academic division budget.
- In conjunction with Fiscal Affairs, ensure the compliance of all budgetary guidelines as they relate to Title III Academic matters.
- Work with the President’s Office and academic program directors to ensure the best allocation of federal funds in support of the University’s academic mission, strategic plan and program goal objectives.
• Monitor annual division budget.
• Prepare academic fiscal reports when needed for submission to Fiscal Affairs.
• Assist faculty and staff in developing proposals.
• In coordination with the Sponsored Programs Office, track grants and contracts in order to generate timely and accurate reports.
• Fulfill all other relevant duties as assigned.

**Working Conditions:**
Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.