Sponsored Programs Compliance Coordinator

<table>
<thead>
<tr>
<th>Division</th>
<th>Business Administration</th>
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</thead>
<tbody>
<tr>
<td>Classification</td>
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<tr>
<td>Supervisor</td>
<td>Janet Burnette</td>
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Statement of Primary Purpose
To assist the college in grants management and compliance activities for its sponsored programs.

Classification

Essential Functions and Responsibilities

Financial

- Issue fund authorities on all funded grant projects
- Work with Grants Accountant to appropriately establish grant accounts – utilizing the State of North Carolina’s Chart of Accounts to closely align with grant line item descriptors
- Work with Grants Accountant to assure integrity of all grant expenditures
- Assure timely and accurate delivery of all required financial grant reports
- Monitor spending patterns of grant projects and provide early alert of possible problem areas
- Work with project directors to initiate any necessary budget amendments
- Manage the College’s facilities and administrative cost rate plan.

Programmatic

- Create and maintain a grants database (award and post-award)
- Assist project directors in facilitating project management
- Team up with Director of Grant Activities to provide project management orientation to new project directors and support personnel
- Assure timely and accurate delivery of all required programmatic grant reports
- Prompt the routine monitoring of project activities to ensure the goals and objectives are met and that the grant is being implemented in the spirit in which it was intended
- Prompt regular evaluation of goals and objectives to ensure that they are realizable; or, if necessary, assist in defining new goals and objectives and setting corresponding activities to achieve them
- When external partners exist on a grant project, extend grants performance review activities to include a thorough survey of partner input
- Where necessary, facilitate interaction between project directors and funding agencies
- Continuously coach project directors on appropriate recognition of their respective funder, general public relations, sustainability of their project, and other post-award necessities.

Additional Duties and Responsibilities

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<tr>
<th>Division</th>
<th>Business Administration</th>
<th>Department</th>
<th>Business Services</th>
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<tbody>
<tr>
<td><strong>Minimum Qualifications</strong></td>
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<tr>
<td><strong>Education</strong></td>
<td>Bachelor's degree required</td>
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<td><strong>Knowledge and Skills</strong></td>
<td>Three years of grant writing, grants administration and/or project management experience. Advanced PC microcomputer experience including word processing, spreadsheet and database skills. Strong interpersonal skills and ability to function effectively as part of a team. Ability to independently plan, initiate and complete assignments; ability to follow complex directions, handle multiple priorities and solve problems; ability to draft clear concise narratives, correspondence, budgets and other documents; demonstrated knowledge of external funding processes; demonstrated ability to collaborate with other institutions of higher education, schools, and agencies at the local, state and national levels.</td>
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<td><strong>Physical Demands</strong></td>
<td>Minimat</td>
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<td><strong>Licensing Requirement</strong></td>
<td>None</td>
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**Working Conditions and Environment** (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

Office Setting

**Equipment Operation**

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.