

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH, PLANNING, GRANTS & FOUNDATION COMPLIANCE COORDINATOR

SUMMARY DESCRIPTION

Under direction of assigned administrator, perform a variety of highly complex, specialized and technical duties in support of the activities, services, and functions of the Office of Institutional Effectiveness; serve as liaison between the administrator and internal and external individuals, groups, and agencies, maintain multiple complex databases in support of Institution Planning, Grants and Foundation units; monitor various program activities and ensure adherence to timelines and reporting requirements; and prepare, review and proof a variety of reports, documents, records, and forms for accuracy, completeness, and compliance with applicable Federal, State and local regulations and statutes.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Work with a high level of independence, relieving Administrator of a wide variety of complex, specialized, and technical duties in support of the Office of Institutional Effectiveness (OIE); serve as liaison for the OIE and provide information and assistance regarding department policies, procedures, and practices. **E**
2. Coordinate the development, final preparation, final administrative approval and electronic/mail delivery submission process of grant applications; monitor agency review process of grant applications; compile and maintain audit-ready grant files to ensure all documentation is provide in accordance with grant regulations and State/Federal compliance laws; interpret regulations and rules pertaining to Grants in response to inquiries from District personnel interested in pursuing grant funds. **E**
3. Ensure that the District is in compliance with State/Federal laws and all required regulations by funding sources pertaining to Grants; monitor single and multi-year Grants for submission of time-sensitive required follow-up reports. **E**
4. Assist with the management and tracking of grant submission and award status; assist with tracking the approval process with local and state agencies; prepare documents for the coordination and approval of grant award with local and state agencies. **E**
5. Receive, review, and prepare Governing Board items including District grant related contracts, agreements, and MOUs; track agreements and communicate guidelines to originator for requested changes, clarifications, and agenda input summaries. **E**
6. Establish and maintain complex filing and record-keeping systems; process documents and maintain complete records related to projects of the Office of Institutional Effectiveness; compile accurate reports, as needed, regarding work status and research outcomes; monitor and maintain historical and archival filing system for institutional documents. **E**
7. Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to departmental activities; conduct research and obtain data on assigned topics; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations. **E**
8. Provide organizational support to the Foundation Board of Directors; make bank deposits; prepare checks for approval and signature in accordance with established procedures; distribute checks and related correspondence; handle cash, process credit card transactions in support of fundraising events; compile and maintain audit-ready files to ensure all documentation is provided in accordance with Foundation regulations and State/Federal compliance laws. **E**
9. Coordinate activities with outside agencies regarding collaborative efforts for projects involving institutional research, grants, and or SWC Foundation; coordinate with agency representatives to process agreements, resolutions, and or MOUs for collaboration on projects. **E**

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10. Draft, prepare and/or edit a variety of correspondence, memoranda, reports, proposals, and other materials; conduct research as needed to prepare documents or ensure accuracy of content, completeness and compliance with applicable rules and regulations; distribute materials as appropriate. *E*
11. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of an institutional research and planning office; community college Foundation, and a full service grants office.

Pertinent state, federal, and program policies, rules, and regulations pertaining to grant compliance regulations; foundation guidelines, practices, and regulations; institutional research guidelines and regulations; and institutional planning best practices.

Principles and practices used in analyzing and evaluating programs, policies, and operational needs.

Complex record-keeping practices and inter-related filing systems.

Purpose, mission and goals of a community college district.

Community college objectives, organization, operations, programs, and needs.

Principles and practices of research and report preparation.

Principles of business letter writing.

English usage, spelling, grammar, and punctuation.

Methods and techniques of public relations.

Interpersonal skills including tact, patience and diplomacy.

Principles and procedures of record keeping.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform specialized, technical, and complex duties that require a high level of independent judgment and personal initiative.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Apply excellent communication skills including English language writing and grammar skills; communicate effectively via written correspondence, listening, speaking, and communicating complex ideas clearly.

Effectively coordinate the work of others in order to meet established project timelines.

Effectively represent assigned area to outside individuals and agencies in accomplishing the goals and objectives of the unit.

Work cooperatively as a team member with other research and college staff involved in research projects and other related activities.

Work confidentially with discretion.

Learn, understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.

Participate in budget preparation and administration.

Participate in the development and administration of policies and procedures related to assigned activities.

Research, compile, assemble, analyze, and interpret data from diverse sources.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise oral and written reports both narrative and statistical.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility.

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Work independently in the absence of supervision.

Plan and organize work to meet changing priorities and deadlines.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: an Associate's degree or two years of college level course work in finance, business administration, or a related field; and five years of increasingly responsible administrative support and technical experience involving fundraising, grants, planning and research.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; regular interaction with individuals inside and outside the District; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.