

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Grants Administrator **SALARY GRADE:** HU-13
DATE REVISED: December 1, 2014 **EEO CODE:** 01
JOB CODE: 7037 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The Grants Administrator will promote and support scholarly activity of faculty by mediating the pre-award process for external research and training grant proposals submitted through the department. The position reports directly to the Dean of the department.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include executives, administrators, faculty, staff and students of the department and the University at large with special emphasis on the Budget and Controller's Offices. External contacts include representatives from federal, and District of Columbia government, other colleges and universities, professional associations, consultants, vendors, alumni and the general public.

PRINCIPAL ACCOUNTABILITIES:

Assist in providing leadership for fiscal management of department.

Directs the work of the department of Financial Services, Budget and Procurement. Ensures these department activities support the college mission and strategic initiatives.

Supervises assigned staff, holds regular meetings, provides training and orientation and exercises full supervisory responsibility of employees and their projects and assignments.

Serves as advisor to the Dean on budget, fiscal, personnel contracts, agreements, procurement, cost analysis, organizational analysis and studies, general accounting, alumni affairs and alumni records and other University matters as appropriate.

Assists the Dean in implementation and oversight of budgetary and financial management responsibilities emanating from and pertaining to the department in accordance with University policies.

Plans, organizes and conducts budget, financial and management reviews to ensure efficient resource management in the department.

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Researches and Identifies budget issues, assembles supporting documentation, analyzes options, prioritizes budget issues and makes appropriate recommendations to the Dean.

Gathers and analyzes pertinent data for the annual budget appropriation and coordinates the preparation and submission from the Department Chairs and Divisional Associate Deans.

Coordinates and administers preparation of capital budget requests in consultation with University charges. Exercises oversight responsibilities in this matter.

Reviews assigned construction projects and contracts and ensures their timely completion. Serves as liaison between department and University personnel and contractors on renovations and construction projects.

Conducts periodical budget reviews of assigned divisions and within department. Ensures that organizational goals and objectives are met; advises Dean of balances in division budget categories.

Prepares monthly financial reports for the dean containing the expenditure of the department.

Reviews and processes personnel, positions and budget transaction with the department and ensures compliance with all applicable policies and procedures.

Provide orientation on new University policies and procedures to staff.

Responsible for department faculty and staff data base.

Coordinates with Division Associate Dean and Department Chairs to process and ensure compliance with current and applicable federal, District of Columbia and University regulations, policies and procedures.

Receives, processes, acknowledges, accounts, and tracks gifts and donations to department from various sources according to federal, District of Columbia and University regulations, policies and procedures. Maintains appropriate contact with the Office of the Controller.

Maintains appropriate contact with Office of Budget and Financial Analyst on all pertinent and budgetary issues. Coordinates day to day operation of the assigned department budget functions.

Performs other job-related duties as assigned.

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CORE COMPETENCIES: Knowledge of the principles, practices and methods Budget and Fiscal management.

Knowledge of the budget cycle process, work flow of the department, physical plant, and procurement or the ability to become familiar with these areas quickly.

Knowledge of computer applications with accompanying user friendly software, e.g., word processing, spreadsheet, data base, outlook, presentation, etc.

Knowledge of the budget cycle process.

Skill in oral and written (English) communications with the ability to explain complicated, fiscal and budgetary processes to lay persons, and the ability to make public presentations.

Strong organizational skills to establish priorities meet deadlines and perform in a responsible, professional manner.

Skill in leadership with ability to delegate tasks and assignments appropriately.

Ability to manage cross-functional teams, delegate tasks, and promote and direct staff development.

Ability to conduct research and prepare comprehensive complex financial and budget reports.

Ability to keep abreast of and adhere to new policies initiated by changes in federal, District of Columbia or University regulations and to communicate this information to others.

Ability to maintain harmonious working relationship with staff, students, faculty and University officials and the general public.

MINIMUM REQUIREMENTS: Bachelor's Degree and 5-7 years of related work experience. 12 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

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BARGAINING UNIT: N/A

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____