



BENNETT COLLEGE

Job Posting

Title: Grants Specialist

Date of Posting: 10/03/2022

Closing Date: Until Filled

Department: Office of Sponsored Programs

Reports To: Director, Title III and Sponsored Programs

GENERAL SUMMARY:

Bennett College Office of Sponsored Programs is seeking a Grants Specialist to assist the director, faculty, and staff in the procurement of grants, contracts and cooperative agreements from external sponsors, promoting faculty involvement in domestic and international collaborations and research partnerships. The Grants Specialist will provide support to technical staff, performing a variety of both complex and routine administrative and analytical duties. These duties range from administrative-type tasks such as scheduling briefings and meetings and maintaining program files, to more complex analytical-type tasks such as collecting, compiling, and analyzing data for various program documents and designing and maintaining spreadsheets in support of financial tracking systems. The Grants Specialist will rank tasks in order of importance and impending deadlines and will handle several tasks simultaneously. The individual must develop a working knowledge of federal policies and guidelines, as well as internal practices and procedures. This position assists the director in providing leadership for the administrative functions of all programs and outreach efforts.

ESSENTIAL JOB FUNCTIONS:

- Assists faculty and staff in the preparation of various research proposal processes and other requests for funding to ensure the inclusion of all elements required for submission to a funding agency and compliance with the interior policies. Assists in the design and maintenance of spreadsheets and databases to support financial tracking systems.
- Research, plans, analyze, and organize technical and/or statistical information and develop data for use in briefings, publications, and reports with input from the director.
- Oversees budgets for all projects, including projections, accounting, and external reporting for all funds.
- Reconciles the monthly Time and Effort Allocation Reports and advises required corrections.

- Authorizes purchases, fund transfers, check requests, personnel forms, and accounts payable requests for the business units, in accordance with interior policies and with the input of the director.
- Maintains program files.
- Other duties as assigned by the director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional writing skills
- Excellent data reporting skills
- Advanced verbal and written communication skills
- Advanced problem solving and critical thinking skills
- Exceptional customer service
- Ability to work well in teams
- Familiarity with financial accounting systems (such as Financial Edge)

EDUCATION AND EXPERIENCE:

- Bachelors in Accounting, Business or related field.
- MBA preferred
- Minimum of one to three (1-3) years of related experience in grants management, accounting, and proposal development.

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.