

HSU Sponsored Programs Foundation

Job Announcement
This is not a state position

Job Title: Grant Support Coordinator (GSC)

Wage: \$14.50-17.00 dependent on qualification of candidate. Position will be eligible to participate in medical, dental, vision, life and retirement benefits.

Position: This is a full-time, non-exempt, 12-month appointment. Continuation of this position is contingent upon satisfactory performance and available funding.

Supervisor: Kacie Flynn

Description: This is a full-time staff position for Humboldt State Sponsored Programs Foundation (Auxiliary). This is an office environment and business casual dress code is expected. Must be available to work between Monday-Friday 8am-5pm. This is not a State of California or Federal position and is at will employment.

Duties: This position is split between two roles (Post-Award & Compliance):

Post Award: responsible for the clerical and administrative support for the post-award area of SPF including but not limited to:

- Assisting with Check 5 follow ups per Grant Analyst on a monthly basis
- Assisting with Project Closeouts per Grant Analyst on a monthly basis
- Assisting with “New Fund Set Ups”
- Manage research trust accounts; update, renew, close as appropriate
- Attend monthly Grant Analyst meetings
- Other duties as assigned such as reviewing transactions to ensure allowable/allocable spending according to funder guidelines; research problems related to payments, reimbursements, and other grant/contract charges; follow up with general inquiries/Grant Analyst correspondence to PI’s when appropriate

Compliance: responsible for the clerical and administrative support for the compliance area of SPF including but not limited to:

- Assist CO with sending out sub-recipient monitoring letters and invoices
- Assist CO with Time & Effort Reporting (Organizing data, creating/sending certificates)
- Add federal Subaward/pass through agreements greater than \$25,000 to FFATA database
- Assist CO with federal debarment checks (EPL/Visual Compliance)
- Assist CO on internal/external audit requests and organizing requested documentation
- Assist CO on documenting process/procedure guides as they relate to the Compliance Desk Procedures and Administrative Guide
- Attend Monthly Post-Award Meetings
- Assist CO with HR Compliance including but not limited to: ACA monitoring & annual reporting (1095C), Equal Employment Opportunity (EEO) recruiting & monitoring, etc....
- Other duties as assigned

Preferred Qualities: Knowledge of relevant software applications (Excel, PeopleSoft, and Access), knowledge of office management systems and procedures, excels in organizational and planning skills; prioritize tasks, attention to detail and accuracy, adaptable to changing work environment, good communication and problem-solving skills. Works well with others, but independent as well.

Minimum Qualifications: *Education* - Associates Degree (60 units toward complete of degree) from an accredited college or University.

Preferred Qualifications: Bachelor's degree in Business, Finance, or related field; experience working in higher education or a grants management environment.

Application Instructions: To apply submit your resume and cover letter with 3 professional references along with the [HSU SPF Employee Information Form for Applicants](#) to Kacie.Flynn@humboldt.edu. If you have any questions regarding this position call (707) 826-5159 or email Kacie.Flynn@humboldt.edu.

Initial review date: Initial review will be will begin September 15, 2017; Position open until filled.

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be found [here](#) or call the SPF Interim Compliance Support Coordinator at (707) 826-5159.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position