

Cal Poly Humboldt Sponsored Programs Foundation (SPF)

Job Announcement

This is not a state position

Title: Grant Support Coordinator (GSC - Closeout Coordinator)

Wage: \$22.00-\$27.00/per hour depending on experience; this is a Non-Exempt, 12-month position. For eligible positions, the job offers a competitive benefits package, including group health, dental, vision, and retirement (after one year of service with 1,000 hours in that year).

Project Name: General Operations

Supervisor: SPF Officer Manager

Essential functions of the job: This is an up to full-time, staff position for Cal Poly Humboldt 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 position and is at will employment. This is a hybrid telecommuter/in-person position.

Under the direction of the SPF Office Manager, this position is responsible for the clerical and administrative support of the Post-Award area of SPF including but not limited to:

- Assist with project closeouts on an ongoing basis
 - Send reminder 30-60-90 day closing emails to PIs at the end of each month
 - Update Grant Analyst closeout trackers to include all new grants and trusts that are approaching their period of performance end date
 - Meet with each Grant Analyst on a weekly basis to review closeout trackers and determine appropriate action items for the week
 - Communicate with appropriate stakeholders (GA, PI, accounting, etc.) to ensure compliance with the SPF 90-day closeout policy
 - Ensure that Initial and Final 700-U documents have been completed and filed
 - Complete necessary financial actions to balance funds before closing as requested
 - Complete and send closeout checklists per current Post-Award desk procedures
 - File finalized closeout documents and formally close and archive projects

- Prepare and submit transfer requests as needed per current Post-Award desk procedures
 - Work in a variety of University financial interfaces (OBI, PSGM, CSU BUY)
 - Communicate with SPF, Accounting, and other University department employees
 - Perform transfer requests that may include: Cost transfers, payroll transfers, residual transfers or AR billings
 - Maintain and update shared transfer tracking log for Accounting

- Attend monthly Front Office, Grant Support Coordinator, and Compliance meetings
- Create and maintain current desk procedures related to this position
- Other duties as assigned

Knowledge, Ability, & Skills: 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; can work independently on task-oriented projects with medium supervision.

Minimum Qualifications: Equivalent to three years of experience in general administrative support work. Must be able to telecommute remotely from home.

Preferred Qualifications: Associates Degree preferred.

Application Instructions: To apply submit 1) Resume, 2) Cover Letter, 3) three professional references, along with 4) the [SPF Self-Identification Form for Job Applicants](#) to Binta Wright at binta.wright@humboldt.edu

If you have any questions regarding this position email binta.wright@humboldt.edu

Application review date: Initial review **October 10, 2023**; position open until filled

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about 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 contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within 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