Sponsored Programs Foundation (SPF)
JOB DESCRIPTION
This is not a state position

Job Title: Grant Support Coordinator (GSC)

Wage: $16.00-$19.50; Full-Time, Non-Exempt, 12-month position. Job offers a competitive benefits package including group health, dental, and vision.

Project Name: General Operations, G05504

Anticipated Start Date: June/July 2021

Supervisor: SPF Office Manager

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 position and is at will employment.
*Currently, this position will telecommute based on HSU Protocols related to COVID-19, with an expectation to return to in-person work as guidelines allow.

Essential functions of the job:
Under the direction of the SPF Manager, the GSC is responsible for the clerical, administrative, and compliance support for the Post-Award area of SPF including but not limited to:

- Conducting initial “Check 5” auditing review per Grant Analyst on a monthly basis
- Assist with electronic routings of document approvals as needed
- Attend monthly Grant Analyst meetings
- Update Post-Award Desk Procedures as needed
- 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 Principal Investigators when appropriate

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-orientated projects with medium supervision.

Education & Experience: Equivalent to three years of experience in general administrative support work. Associates Degree preferred. Must be able to telecommute remotely from home, until such time on-campus business resumes.

Application Instructions: To apply submit the following materials to binta.wright@humboldt.edu

1) Resume
2) Cover letter
3) Three professional references
4) Along with the HSU SPF Employee Information Form for Applicants
If you have any questions regarding this position contact 707-826-5169 or email binta.wright@humboldt.edu

**Initial Application review date:** May 28, 2021; position open until filled.

Humboldt State University 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 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 (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.