Title: Pre-Award Support Coordinator  
Project Name: General Operations  
Supervisor: SPF Office Manager  
Hours: Full Time, 12 months, Non-Exempt  
Wage Range: $17.00-$21.00  

**Essential functions of the job:** 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.

Under the day-to-day direction of the Pre-Award Specialists, the Support Assistant is responsible for the clerical and administrative support of Pre-Award including but not limited to:

- Assist Pre-Award Specialist(s) and Principal Investigators with proposal preparation (e.g. document review, proofreading, collating) as requested.
- Search for funding opportunities for Principal Investigators (PIs) with systems like Pivot, Instrumentl, Grants.Gov, Grants Resource Center (GRC), etc… (Cc’ PAS on results)
- Conduct outreach to PIs / potential PIs, campus departments, colleges, centers, etc., to:
  - Enroll and train them in Pivot
  - Help with curated funding searches, and follow up on their search results and needs
  - Offer training and informational meetings on funding opportunities, SPF services, etc.
- Create, update, and manage college-wide curated lists in Pivot.
- Update Pre-Award Database weekly with deadlines as they become available (before each Tuesday meeting.)
- Coordinating Pre-Award ‘180-day past submission’ query in Access and following up with Principal Investigators and Funders regarding proposal status.
- Assist Pre-Award Specialists with documenting and updating desk procedures as needed
- Other duties as requested by the Pre-Award Specialists

**Knowledge, Ability, & Skills:** Excellent customer service skills. Knowledge of relevant software applications (Excel, PeopleSoft, Pivot, and Access), and knowledge of office management systems and procedures. Excellent organizational and planning skills, ability to prioritize tasks, strong attention to detail and accuracy, adaptable to a changing work
environment, creative and motivated, and good communication and problem-solving skills. Works well with others; can work independently on task-orientated projects with medium supervision. Ability to work under pressure and meet deadlines in a fast-paced environment.

**Minimum Qualifications:** *Education* Equivalent to three years of experience in general administrative support work. Customer service experience. *Bachelor’s Degree preferred.* Must be able to telecommute remotely from home, until such time on-campus business resumes.

**Application Instructions:** To apply, submit the following to hsuf@humboldt.edu:

1. Resume
2. Cover Letter
3. Three professional references
4. [HSU SPF Employee Information Form for Applicants](#)

If you have any questions regarding this position call the Sponsored Programs main office at (707) 826-4189 or email us at hsuf@humboldt.edu.

**Application review date:** Initial review **September 10th, 2021**; positions 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 Office Manager at (707) 826-5169.

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 the continued employment of current HSU SPF employees who apply for this position.