



<h1>POSITION DESCRIPTION</h1>

Department: CEHHS Dean’s Office
Working Title: Grant Writer
Job Code: 1038
Time Base: 1.0
Position Number: 00000295
Union / Unit (if applicable): California State University Employees Union (CSUEU) / Unit 9

Position Reports To: Associate Dean, CEHHS
Classification: Administrative Analyst/Specialist Ex II
Range Code: 3
Exempt or Non-Exempt: Exempt
Last Update: 04/23/2024

PURPOSE OF POSITION

The CEHHS Grant Writing Specialist serves as a collaborative member of the College of Education, Health and Human Services (CEHHS) research and scholarly infrastructure to research and identify grant opportunities, prepare comprehensive and interdisciplinary grant proposals, and manage the grant writing process from start to finish. This includes developing project plans, researching and preparing grant budgets, maintaining grant records, and supporting the administrative aspects of post-award grant processing. The successful candidate must have a demonstrated track record of writing successful grant proposals and possess strong project management, organizational, and communication skills.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Grant development, writing and submission	75%
2. Collaboration with college leadership and faculty on grant ideation and grant strategy development	15%
3. Post-award processing support	10%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. **Grant development, writing, and submission (70%)**
 - a. Preparing, writing, editing, and assembling all sections (abstract, specific aims, background, research methods, facilities and organizational resources, budget justifications, etc.) of highly competitive, technical, and/or complex research grant proposals
 - b. Conduct research on funding opportunities that will support programmatic initiatives related to student success, diversity, equity and inclusion
 - c. Formatting applications per sponsor guidelines
 - d. Preparing charts, graphs, timelines, etc.
 - e. Working with the department and schools across the college and university to submit applications on time
 - f. Sourcing, collecting, and analyzing data, creating reports
 - g. Provide expert knowledge on the proposal development process. Provide support through consultations.
 - h. Serve as key point of contact for the internal approval process and coordinate with Grants and Contracts Specialists regarding the documents required for submission.
 - i. Advise submitters on aligning budget requests with project objectives. Provide expertise on CSUSM budget procedures and ensure proposal activities align with budget request and budget justification.
 - j. Coordinate with external contacts to gather documentation from collaborating institutions to secure necessary subaward documents for proposals.
 - k. Collaborating with the Office of Graduate Studies and Sponsored Research (OGSR), CSUSM Corporation, and related University units in all aspects of the grant continuum.

2. **Collaboration with college leadership and faculty on grant ideation and grant strategy development (20%)**
 - a. Actively participating in grant ideation and grant strategy meetings with college leadership and faculty
 - b. Researching, identifying and presenting funding opportunities and requests for proposals (RFPs) with an emphasis on interdisciplinary submission opportunities.
 - c. Interpret sponsors’ guidelines and RFAs. Communicate with sponsors, when needed, on behalf of CSUSM.
 - d. Make recommendations to the Dean of CEHHS regarding ways that the college can meet external funding objectives and lead initiatives that are designed to meet goals and objectives.

- e. Develop strategies to support the University in expanding external support. Develop programming to train others on best practices for grant-seeking and grant writing.

3. **Post-award processing support (10%)**

- a. Supporting administrative aspects of grant post-award processing

PROVIDES LEAD DIRECTION OF OTHERS

REQUIREMENTS OF POSTION:

1. **List of education and experience:**

- Bachelor's degree in education, health, human services, behavioral science or related fields plus at least three years of experience writing and developing successful grant proposals, or equivalent combination of education and experience.
- Thorough understanding of grant proposal development and grant compliance
- Experience in project management and post-award grant processing
- Proficient in multi-tasking and time-management skills
- Effective communication skills
- Extremely strong organizational skills, accountability, and results-oriented
- Ability to develop and maintain working relationships with a variety of persons

2. **Preferences**

- Masters in a related field
- Experience in higher education

3. **List knowledge, skills, and abilities required for this position.**

- Thorough knowledge of principles, practices, problems, and methods of grant management procedures and policies. Ability to demonstrate an awareness and appreciation of the cultural diversity of the University community and establish and maintain cooperative and effective relations with university employees, students and the public.
- Professional ability to utilize Microsoft Office suite and create communications documents for public and internal consumption.
- Must be able to plan, coordinate, analyze, investigate, prioritize, delegate and perform work when numerous diverse asks are involved.
- Ability to effectively use applicable information systems and applications in analysis, research, and reporting activities.
- Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.
- Excellent written and verbal communication skills in order to facilitate sensitive information, draft correspondence, and communicate effectively.
- Demonstrated effective interpersonal skills in working with others.
- Ability to effectively communicate with and influence diverse contacts inside the college and across the University
- Must be able to establish and maintain cooperative working relationships both within college and across the University and with officials from external agencies.

4. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- Ability to operate motor vehicle and have possession of California issued driver's license.
- Ability to operate computers and tablets.

5. **Unique working conditions**

- Position may require individual to complete lifting of boxes, materials up to 30 lbs.
- Position requires travel to local off-campus sites.

6. **Other Employment Requirements**

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- Must participate in required campus trainings including, but not limited to, Data Security and FERPA training and CSU's Gender Equity and Title IX training.

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee daily.

PHYSICAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting			X		
2. Standing		X			
3. Walking		X			
4. Bending (neck)		X			
5. Bending (waist)		X			
6. Twisting (neck)	X				
7. Twisting (waist)	X				
8. Crawling	X				
9. Climbing	X				
10. Reaching (above shoulder)		X			
11. Reaching (below shoulder)		X			
12. Walking on uneven ground		X			
13. Crouching		X			
14. Kneeling		X			
15. Balancing	X				
16. Pushing or pulling		X			

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
17. Fine manipulation	X				
18. Simple grasping		X			
19. Power grasping		X			
20. Lifting or carrying					
A. 10 lbs or less		X			
B. 11 to 25 lbs		X			
C. 26 to 50 lbs		X			
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
21. Keyboard use			X		
22. Mouse use			X		
23. Repetitive use of hands/arms	X				
24. Repetitive use of legs/feet	X				
25. Eye/hand coordination		X			

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

Yes	No

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others			X		
2. Writing				X	
3. Using math/calculations		X			
4. Talking			X		
5. Working at various tempos			X		
6. Concentrating amid distractions			X		
7. Remembering names		X			
8. Remembering details			X		
9. Making decisions		X			
10. Working rapidly		X			
11. Examining/observing details			X		
12. Discriminating colors	X				

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside				X	
2. Outside		X			
3. Humid		X			
4. Hazards	X				
5. High places	X				
6. Hot		X			
7. Cold	X				
8. Dry		X			
9. Wet		X			
10. Extreme change of temp	X				
11. Dirty/dusty		X			
12. Exposure to gas, fumes or chemicals	X				
13. Odors	X				
14. Noisy		X			
15. Working w/others			X		
16. Working around others			X		
17. Working alone			X		

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee, the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____