

Coordinator, Grants
Mt. San Antonio College

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Posted Apr. 21, 2025, set to expire Jun. 30, 2025

Job Title Coordinator, Grants
Department Grants Office
Institution Mt. San Antonio College
Walnut, California

Date Posted Apr. 21, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Grant Writer/Technical Writer

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Job Description

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Coordinator, Grants

Position Number: CM-235-2024

Division: Instruction

Department: Grants Office

FTE: 100

Term (month/year): 12 Months/Year

Annual Salary Step Range: \$96,733.56 - \$123,459.24

Initial Screening Date:

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Open Until Filled: Yes

Position Description

Position Overview:

Definition:

Under general supervision, plans, organizes, and coordinates activities for assigned grants; identify potential external funding opportunities, collects and analyzes data in support of grant proposals, prepares and submits assigned grant applications, assists in communicating with funding agencies, and monitors grants received.

Supervision Received and Exercised:

Receives general supervision from Director, Grants. Exercises technical and functional direction over and provides training to student workers and staff.

Class Characteristics:

This is a coordinator classification responsible for planning, organizing, and coordinating activities for assigned grants. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. This class is distinguished from the Director, Grants in that the latter has overall management responsibility for all functions, services, and activities related to the Districts grant program.

Examples of Essential Functions(Illustrative Only):

1. Researches, interprets, and disseminates information on federal, state, and private funding opportunities to support District programs and services.
2. Maintains a distribution list of faculty, staff, and managers for funding opportunity dissemination.
3. Prepares and maintains a calendar of federal, state, and private funding opportunities.
4. Assists in content management for the departments web page.
5. Facilitates grant planning meetings.

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6. Works with internal and external faculty, staff, and administrators to plan develop, organize, and write grant applications.
7. Collects and compiles data to support grant application narratives.
8. Develops line-item budget requests and narrative justifications for grant applications.
9. Submits grant applications in accordance with funding agency requirements.
10. Monitors projects for compliance with state and federal regulations and funding agency guidelines.
11. Assists project directors with required progress and final reports.
12. Establishes and maintains contacts with funding agency personnel.
13. Participates in informational meetings conducted by various funding agencies to maintain ongoing knowledge of funding priorities and criteria.
14. Maintains official grant files for audit purposes.
15. Assists the Director, Grants in providing orientation sessions for new grant project directors and personnel to provide information on implementation, grant management, time and effort reporting, and other funding agency and institutional compliance policies and procedures.
16. Attends and participates in professional group meetings.
17. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
18. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
20. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
21. Prepares and delivers oral presentations related to assigned areas as required.
22. Performs other related duties as assigned.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of public agency grant funding, including techniques and methods of researching grant opportunities, identifying grant funding agencies, and securing and maintaining funding from external agencies.
3. Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
4. Principles and procedures of record-keeping and writing comprehensive narrative and statistical

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reports.

5. Mathematics and basic statistical computations.
6. English usage, grammar, spelling, vocabulary, and punctuation.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Rules, regulations, guidelines, and legislation that pertain to specially funded projects.
9. Oral and written communication skills.
10. Techniques for providing a high level of customer service by effectively dealing with students, staff, faculty, administrators, and external partners, including individuals of various ages, disabilities, socioeconomic, and ethnic groups.
11. Principles, practices, and procedures of budgeting, funding sources, and grant funds disbursement.
12. Grant administration, finance, accounting, budgeting, analytical processes, and report preparation techniques; and related governmental services.
13. Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
14. Basic principles and practices of public administration as applied to operational unit and program administration.
15. Research and reporting methods, techniques, and procedures.
16. Principles and practices of data collection and report preparation.
17. Applicable federal, state, local, and District policies, codes, regulations, technical processes, and procedures related to grants development and administration.
18. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
19. Record keeping principles and procedures.
20. Principles, practices, and techniques of effectively dealing with the public and basic public relations.

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Read, interpret, comprehend, and implement governmental rules, regulations, guidelines, and legislation.
5. Write clear, concise, logical narratives.
6. Participate in the preparation, development, and submittal of grant applications.

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7. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
8. Organize own work, set priorities, and meet critical deadlines.
9. Establish and maintain contacts and partnerships with potential and existing funding agencies.
10. Work independently while recognizing situations that require the supervisors attention.
11. Maintain accurate and orderly records.
12. Operate modern office equipment, including computer equipment and specialized software application programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
15. Coordinate and oversee departmental and programmatic administrative, budgeting, and fiscal reporting activities as they relate to grants administration.
16. Assist in the development of goals, objectives, policies, procedures, and work standards for grant administration.
17. Plan, organize, and carry out assignments from management staff with minimal direction.
18. Interpret, apply, explain, and ensure compliance with applicable federal, state, local and District policies, procedures, and regulations.
19. Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
20. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
21. Make accurate mathematical, financial, and statistical computations.
22. Establish and maintain a variety of filing, record keeping, and tracking systems.
23. Understand scope of authority in making independent decisions.
24. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Education and Experience:

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Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Education equivalent to graduation from a regionally accredited four-year college or university with major coursework in English, writing, public administration, business, or a related field; and
2. Three (3) years of experience in grant writing, management, budgeting, and/or accounting, preferably in an institution of higher education.

Desirable Qualifications:

1. Knowledge of funding agency submission systems (e.g., Grants.gov, Fastlane).
2. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
3. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certificates:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

To apply, visit <https://hrjobs.mtsac.edu/postings/13484>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-

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being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Mt. San Antonio College

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