

Grants Administrator
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=234989>

Downloaded On: May. 18, 2024 4:38am

Posted Apr. 22, 2024, set to expire Jul. 5, 2024

Job Title Grants Administrator
Department TMCC Foundation and Grants Office
Institution Truckee Meadows Community College
Reno, Nevada

Date Posted Apr. 22, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Grant Writer/Technical Writer
Research/Technical/Laboratory

Apply Online Here <https://apptrkr.com/5197351>

Apply By Email

Job Description

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Grants Administrator

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

**Grants Administrator
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Truckee Meadows Community College (TMCC), located in Reno, Nevada is seeking candidates for a Grants Administrator.

The TMCC Foundation and Grants Office Grants Administrator works with the Grants Team to effectively and efficiently monitor and administer TMCC federal and state grants. The Administrator provides oversight on the implementation of awards including reporting, meeting deliverables, determining allowable costs, and other critical requirements to ensure compliance throughout the post-award process.

Minimum Qualifications:

1. Bachelor's degree from an accredited institution.
2. Three years of experience in a grants administration position OR three years in a related position at a non-profit, higher education institution, or with a state/federal agency.

Preferred Qualifications:

1. Certified Research Administrator (CRA)
2. Grants administration in a college setting
3. Experience in Higher Education

Responsibilities:

Candidates must exhibit an appreciation of, sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.

Responsible for post-award management on the majority of TMCC state and federal grants, specifically:

- Effectively coordinate and administer multiple awards
- Coordinate with the Controller's office to set up new grants in TMCC's financial management software system (Workday)
- Update and track grants calendar and communicate with Principal Investigators (PI's) and the Controller's office to ensure that reporting and invoicing deadlines are met
- Schedule and oversee budget reconciliation meetings with PI's and Controller's Office

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- Provide support for TMCC Principal Investigators by communicating with funding agencies and TMCC departments as needed (i.e. to check for allowability of use of funds, to initiate budget revisions, to submit report documents, and to complete a grant's close-out)
- Assist PI's with drafting budget revisions to the funding agency for approval, and forward approved budget revisions to the Controller's office to update the grant budget in Workday
- Occasionally participate in pre-award planning meetings
- Assist with year-end reporting, monitoring visits, and audits
- Create and maintain grant records and files
- Use Excel on a daily basis
- Understand and accept the role to be played as a partner in an educational enterprise serving the best interests of the students
- Perform assigned duties in a manner consistent with the standards, mission, and goals of Truckee Meadows Community College
- Other duties as assigned

Salary and Benefits Information:

Salary: \$54,912- \$68,640 initial salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax

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- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

2) Cover Letter

3) Contact Information for Three Supervisory References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

05/20/2024

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

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This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Grants-Administrator_R0142094-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

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

Contact

N/A

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