

## Sam Houston State University Human Resources

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### Staff Classification Description – Grant Specialist

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N118 (N1)  
**Grade:** 10  
**Date:** 10/2014

**Department:** Research Administration

**Educational & Experience Requirement:** Bachelor's degree with a minimum of one (1) year experience in grant research and its administration. Prior experience in grant administration at the university level would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Provides assistance to faculty in identifying, developing, obtaining, and monitoring grants as well as reporting for grants from external funding sources.

**Supervision Given & Received:** Works under minimum supervision and may supervise student employees.

**Primary Responsibilities:** Advises Faculty regarding research funding related programs. Analyzes and processes funding opportunities. Maintains and updates funding related information, such as data base and files. Assists in the coordination of funding applications as identified by the Director and/or Associate Vice President of Research. Assists the Director and or Associate Vice President of Research in meetings with foundations and other external funding entities. Coordinates and prepares workshops pertaining to external funding opportunities. Provides pre-award/post-award administrative guidance. Performs other related duties as assigned.

**Other Specifications:** Use of standard office equipment including personal computer, calculator and facsimile. Knowledge of grant administration practices, methods, resources and standards. Ability to organize work effectively and prioritize objectives. Maintain good working relationships and communicate effectively with department, workgroup, university faculty and staff, and external funding agencies.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**