

<b>Job Title</b>	Assistant Director
<b>PVN ID</b>	LA-1612-001547
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Grants Development Office
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 14, 2017 (Or Until Filled)

## General Description

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The Grants Development Office of LaGuardia Community College seeks an **Assistant Director for Pre-award Services**. Reporting to the Director of Grants Development and exercising independent judgment, the incumbent is responsible for managing day-to-day pre-award sponsored programs activity for the College. Working closely with the Assistant Director for Post-award Services, the incumbent provides support for related compliance activities, data collection and reporting.

- Assists with the gathering and dissemination of information on funding opportunity availability and guidelines for application;
- Collects information in support of drafting proposals and maintains resource library;
- Maintains information on faculty and staff research/program aims and disseminates targeted funding opportunities;
- Disseminates College, University and Research Foundation policies governing sponsored programs;
- Assists with the development and delivery of pre-award training programs for faculty and staff;
- Assists with proposal and budget development, as necessary;
- Reviews all proposals and budgets for compliance prior to submission to the sponsor;
- Follows up on missing data or other materials needed for finalizing contract terms, budgets or other tasks related to proposal submissions;
- Coordinates with the Research Foundation to set up fund accounts;
- Oversees proposal tracking systems and ensures data accuracy for reporting;
- Serves as point of contact with other College departments and external organizations;
- Manages and trains program and administrative staff;
- Participates in relevant professional activities and personal development in the field

## Other Duties

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- Performs other duties as assigned by the Director, including but not limited to assisting with Post-award Services.

## Qualifications

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- Strong knowledge of grants and sponsored programs administration, including Federal agency guidelines and the Uniform Guidance;
- Knowledge of extramural funding climate and trends;
- Knowledge of key office technology; ability to master systems for tracking sponsored programs;
- Ability to work independently and to support a team;
- Ability to meet multiple simultaneous deadlines in a fast-paced, high-volume work environment;
- Ability to resolve problems in a calm and effective manner; ability to provide quality service;
- Ability to communicate effectively with diverse constituencies; ability to write clearly and effectively;
- Knowledgeable about data collection and strategies for conveying data to decision makers;
- Knowledgeable about strategies for effective grant proposal writing preferred.

### **QUALIFICATIONS:**

A Bachelor's Degree from an accredited institution, **and** at least five years (5) of related professional office or sponsored program; **AND** Possession of the core competencies determined to be required at the time of hire.