

	Prior 7/1/2004	After 7/1/2004
Class Code:	2401	2401
Title:	Grants Assistant	Grants Assistant
Pay Grade:	19	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

**Title: Grants Assistant**

**Work Statement:**

This is work assisting with one or more phases of contract/grant proposal preparation and/or award implementation.

**Example description of duties (not all inclusive):**

Assists in collecting and compiling data for proposal development and submission.

Assists principal investigators in budget preparation, budget revisions, or time extensions, as needed.

Maintains files of reporting requirements for the fiscal, technical, and administrative management of projects.

Prepares letters and documents for extensions of existing projects and requirements for additional funds.

Assists with review of contracts for compliance with federal, state, and agency policies.

Prepares action sheets for positions paid from Grants & Contracts.

Balances accounts using monthly ledgers.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.