Grant Support Specialist Senior  
Job Number: 94038BR

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe or West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant-funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td>Salary</td>
<td>$45,000 - $60,000 per year; DOE</td>
</tr>
<tr>
<td>Close Date</td>
<td>September 8, 2023</td>
</tr>
</tbody>
</table>

**Job Description**

Under general direction, the Grant Support Specialist, Senior (GSS) identifies funding sources, manages grant-related data systems, conducts grant-related analyses, and facilitates proposal development. The GSS will design, create, and maintain research and grant writing tools for the College. Additionally, this position will communicate and coordinate projects with teams in the college and across the university and work closely with college and staff leadership to support college-level strategic initiatives.

This position can be based in Tempe or Glendale (West Campus) to meet the needs of the candidate.

**Essential Duties**

- Analyze feedback received from grant proposal reviewers and create reports for staff and faculty based on an established approach, protocol, and framework; manage related data systems and processes.
- Research, maintain, and update records related to funding landscapes (e.g., sponsors, funding programs, award history).
- Research, monitor, qualify, capture, and disseminate funding opportunities from various agencies (federal, state, local government and philanthropic); co-manage related data systems and processes.
- Manage grant-related data systems and processes to include tracking and reporting pre- and post-award sponsored project activity; inform team of record irregularities and proceed with corrective action.
- Coordinate with staff and faculty to gather college- and university-level data for grant applications; research and analyze large amounts of information from internal and external sources.
- Communicate and coordinate work with teams in the college and across the university.
- Attend workshops, seminars, and conferences, and share learning outcomes or best practices with colleagues.
- Co-develop and co-facilitate grant-related presentations and workshops.
- May prepare narrative templates and technical crosswalks in compliance with sponsor guidelines.
- Other duties as assigned based on applicants’ professional strengths and interests (e.g., editing proposal narratives in accordance with APA Style, assisting faculty with preparing proposal narratives and documents, graphic selection).
<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Bachelor’s degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, Nine (9) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</th>
</tr>
</thead>
</table>
| Desired Qualifications | • Evidence of effective verbal and written communication skills.  
|                         | • Evidence of skills in critical thinking and problem-solving.  
|                         | • Experience working both independently and as part of a team, exercising a high degree of initiative.  
|                         | • Experience in successfully working effectively and cooperatively with an ethnically and culturally diverse population.  
|                         | • Experience in using Microsoft: Word, Excel, Access, OneNote, and Teams  
|                         | • Experience in interpreting and adhering to sponsor regulations and proposal guidelines.  
|                         | • Demonstrated knowledge of contemporary writing styles used in preparing grant/proposals.  
|                         | • Experience in managing and meeting deadlines for multiple and concurrent projects. |
| Working Environment    | Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks. |
|                        | ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market. |
|                        | **Flexible work options**  
|                        | • **Alternative work** schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times.  
|                        | • **Hybrid work** is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required. |
| Department Statement   | ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems. |
Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of **Principled Innovation** connects individual decision making to the pursuit of systemic equity.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco](https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco)

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing, child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/az-resources](https://cfo.asu.edu/az-resources).

**Employment Verification**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Fingerprint Check Statement**

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

Only electronic applications are accepted for this position. [https://cfo.asu.edu/applicant #94038BR](https://cfo.asu.edu/applicant #94038BR)