University of the District of Columbia
Job Classification Description

Job Title: Grant Coordinator for Additive Manufacturing Post Processing Partnership (AMP3) Consortium

GENERAL DESCRIPTION OF THE JOB:

School of Engineering and Applied sciences (SEAS) invite applications for Grant Coordinator position to manage **Additive Manufacturing Post Processing Partnership (AMP3) Consortium**. AMP3 focus on conducting cutting edge research in the field of additive manufacturing by leveraging the strengths of multiple universities (ii) STEM workforce development primarily for Department of Energy-National Nuclear Security industries and laboratory. AMP3 provides opportunities to work in exciting and high impact research and education while coordinating activities at partner institutions and industries.

SALARY RANGE: 50K – 65K + fringe benefits

ESSENTIAL DUTIES & RESPONSIBILITIES:
The position is full-time, for at one year, with the possibility of renewal up to three years depending on satisfactory performance and funding. Remuneration will be competitive and based on qualifications. The expected start date is October 1, 2019.

A successful Grant Coordinator will be mainly responsible for

- Keep accurate details of grant spending in line with the spending plan for the consortium.
- Supporting communication-related to consortium activities and organizing meetings.
- Place order assist in student and staff hiring and oversee timely payments.
- Assist in smooth execution of MOU between UDC and external partner institutions.
- Support and monitor students in consortium from different campuses.
- Organize and assist outreach activities, workshops, advisory board meetings, and events in coordination with the consortium Director.
- Create grant progress reports in coordination with Center Directors for monthly, quarterly, and yearly reporting to funding agency and stakeholders.
- Assist maintaining website, social media.
- Conduct surveys and analyze results to determine the effectiveness of consortium activities.
- Student recruitment

MINIMUM JOB REQUIREMENTS/ REQUIRED COMPETENCIES:

A successful candidate for this position is expected to have the following qualifications and skills.

- A candidate must be eligible to work legally in the USA.
- Bachelor's Degree in Engineering/science or related discipline
- 3+ years' experience in project management and administrative duties
- Strong understanding of finance control and management systems
- Working knowledge of MS office tool, website maintenance, and utilizing social media
- Impeccable verbal and written communication skills
- Excellent management skill and ability to work with other amicably.

STANDARDS & EXPECTATIONS:
1. Expectations of the job:
The work involves interacting with the faculty, students, university staff, and collaborators associated with the consortium. The job consists of a variety of complex multidisciplinary, and inter-related tasks tied to the information conveyed in the above sections. The incumbent is expected to function with independence on their assignments and to use initiative and seasoned judgment. The candidate may also be engaged in outreach activities.

2. Development and Counseling:
The successful applicant will receive career development mentoring from the PI in terms of scholarly activities. The PI will assist in preparing the candidate as per their career ambitions.

3.Training:
Incumbent may get training for working with different softwares and orientation. However, applicant should be able to navigate to seek answers to the questions related to the assigned tasks.

4. Knowledge of UDC Rules and Regulations:
The position requires a solid understanding of the policies and procedures of the Board of Trustees, the University, as well as applicable Federal and D.C. government laws. The university provides all training required by OSHA to ensure employee safety.

The University of the District of Columbia is an Equal Opportunity Employer (EOE).

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.

_____   _____
Employee Signature   Date

_____   _____
Print Name   Date

_____   _____
Supervisor Signature   Date

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Print Name   Date
Revised: (insert revision date)