

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: GRANT MANAGER, PROJECT GEAR-UP

Reports To: Designated Supervisor

UW Job Code: 3084

UW Job Family: 34 - Student Service Administration

SOC Code: 11-3031

FLSA: Exempt

Pay Grade: 26

Date: 1-10-06 (revised 11-1-19)

JOB PURPOSE:

Manage the financial, personnel, and operational functions of the GEAR-UP grant, including negotiating and monitoring agreements with community college partners and the Wyoming Department of Education. Work with state and federal agencies to assess educational system needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the daily financial, personnel, and operational functions including staff supervision for assigned projects within the GEAR-UP grant; ensure compliance with federal legislation and regulations regarding the operation of the GEAR-UP grant.
- Develop short- and long-range plans for the GEAR-UP grant; plan project methodology, project operating policies and procedures, and the project budget.
- Design services to meet specific objectives and achievement levels among disadvantaged students; assess objective attainment; evaluate and assess the overall grant and individual grant activities and institute required changes to ensure resources are effectively utilized and project objectives are achieved; ensure project compliance with federal reporting guidelines.
- Provide problem resolution including working through barriers and meeting or modifying deadlines with reasonable time management as determined by assigned supervisor.
- Supervise grant staff located throughout the state and on campus; evaluate ongoing and potential workloads and prioritize work.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Integrity
- Strategic Planning
- Work Prioritization & Management
- Quantity of Work
- Consistency
- Analysis/Problem Identification
- Delegating Responsibility
- Individual Leadership

MINIMUM QUALIFICATIONS:

Education: **Master's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Institutional funding principles, methods, procedures, and resources.
- Marketing principles, methods, and techniques.
- Database applications and design in records maintenance and project management.
- Budget planning, management, and reporting for large federal grants.
- Supervisory practices including hiring, training, supervision, and evaluation.
- Academic and career advising principles and procedures.
- Academic, personal, and social needs of disadvantaged students.

Skills and Abilities to:

- Coordinate large-scale and complex events.
- Design and deliver academic activities and programs to disadvantaged students.
- Develop and present educational programs and workshops and lead large group meetings.
- Develop cooperative relationships with community organizations and school personnel.
- Operate under multiple deadlines.
- Supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Write and manage successfully funded federal Department of Education or other federal grants.
- Communicate effectively, both orally and in writing, with a wide range of constituencies.
- Analyze data including simple statistics and draw conclusions based on outcomes.
- Perform program assessments and prepare comprehensive project reports for diverse audiences and purposes.
- Develop and implement standardized procedures for completing advanced administrative tasks.

- Meet deadlines and manage project timelines and priorities.
- Work as a team member and foster a cooperative work environment.
- Proficiently use Microsoft software including Word, Excel, Publisher, Access, and Outlook.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.