



**TITLE: ASSOCIATE PROJECT DIRECTOR**  
**(School of Social Work – Hogg Foundation)**  
*Grant Funded Position-continued employment contingent on funding*

**GENERAL DESCRIPTION:**

This is a professional position responsible for assisting in managing the activities of a grant-funded project, to include providing technical or field-specific assistance. Responsible for assisting with the programmatic management of the grant and conducting the project activities as approved by the funding agency while adhering to sponsor guidelines, applicable regulations, and university policies and procedures. Responsible for ensuring all requirements of the sponsored program are met. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the principal investigator.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists principal investigator in overseeing the activities of a grant-funded project, including management and coordination of daily financial and operational activities.
2. Assists in monitoring project expenditures and ensures they are allowable, allocable, and reasonable to meet project goals and objectives.
3. Ensures compliance with university and departmental policies and procedures.
4. Provides technical or field-specific assistance related to project, including facilitation of communication and networking among project participants and external entities, and building relationships and partnerships in the community.
5. Researches and identifies needs and available resources for grant-funded projects.
6. Prepares grant proposals that will secure funding to sustain the activities in the project after the end of the current grant.
7. Collaborates with the Office of Research and Sponsored Programs on grant research and proposal development.
8. Participates in office planning and supervises efficient operation of the office to meet external party needs.
9. Assists with project engagement and marketing.
10. Prepares and analyzes various reports related to project activities.
11. Provides technical writing and budget preparation support as needed for proposal and project development and reporting requirements.
12. Compiles technical reports required by the sponsor and submits in a timely manner; sending copies or notification of submission to the Office of Research and Sponsored Programs (ORSP).
13. Maintains project files and documentation for expenditures and ensures records are retained for the required length of time upon termination of the grant.
14. Assists in monitoring subcontracts, subrecipients, and consultants and ensures reporting requirements are met.
15. Ensures personnel paid from grant funds perform at the level of effort stated in the grant and effort is reported as required by university policies.
16. May supervise field students from the School of Social Work.

### NON-ESSENTIAL JOB FUNCTIONS:

1. Travels to various off-campus locations to attend meetings and conferences.
2. May work evenings, nights, and weekends as necessary.
3. Performs other related duties as assigned.

### GENERAL QUALIFICATIONS

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

1. Knowledge of, or the ability to learn, university policies and procedures.
2. Knowledge of local, state, and federal laws and regulations relevant to the administration of federal or state funds.
3. Knowledge of grant information sources.
4. Skill in using computer applications including spreadsheet, database, and word processing software.
5. Organizational skills in managing projects simultaneously while maintaining a satisfactory work product.
6. Skill in completing assignments accurately and with attention to detail.
7. Ability to coordinate sponsored project activities.
8. Ability to write grant proposals and manage assigned grants.
9. Ability to develop objectives, evaluate effectiveness, and assess needs.
10. Ability to communicate effectively in both oral and written form.
11. Ability to maintain effective interpersonal relationships.
12. Ability to set priorities and complete assignments on time.
13. Ability to prepare concise reports and review work for accuracy.
14. Ability to learn office and university-specific software.
15. Ability to manage a budget and work within the constraints of that budget.
16. Ability to work with an advisory board.
17. Ability to work evenings, nights, and weekends as necessary.

### EDUCATION:

Bachelor's degree in social work or a related field is required. Bachelor of Social Work and/or Master of Social Work from a CSWE-accredited program is preferred. Related experience may be substituted for required education on a basis set forth by the Department of Human Resources.

### EXPERIENCE AND TRAINING:

Three years of related experience is required. Experience in grant writing and managing a grant/contract is required.

**Safety Statement**

Stephen F. Austin State University recognizes the potential for accidents in performing job-related tasks. SFA promotes a safe working environment. Employees will be responsible for completing assigned tasks safely and efficiently. Employee evaluations will include safe job performance.

This is a security-sensitive position subject to criminal record check.

This is an IT-sensitive position subject to Computer and Network Security policy.

Rev. 06/01/2023