

Sisseton Wahpeton College

TITLE:	Sponsored Programs Officer
REPORTS TO:	President
SALARY:	D.O.E.
TOUR OF DUTY:	Generally, Monday-Friday from 9 a.m. to 5:30 p.m., may require evenings/weekends
SUPERVISES:	None

Summary

The Sponsored Programs Officer is responsible for tracking grant progress, reporting, and other compliance issues as required by the federal, or other, funding agencies. The Officer will monitor projects or programs utilizing grant funding to ensure that satisfactory progress is being achieved, federal regulations are being adhered to, budgets are being properly maintained, and all college policies and procedures are being properly followed. The officer will also provide technical assistance and guidance to faculty and administrators in the development and submission of proposals.

Responsibilities/Duties

1. Review funding guidelines and program announcements from government agencies and private foundations within the context of the strategic plan and mission of SWC.
2. Provide recommendations regarding the potential impact/value at SWC of proposed grant applications.
3. Develop proposals in conjunction with administration and faculty which support the strategic initiatives of SWC.
4. Coordinate the submission of proposals and the activities of funded projects at SWC to ensure resources are appropriately leveraged to strengthen the institution.
5. Serve as the Principal Investigators (PI) or Project Directors (PD) on certain awards.
6. Provide support to PI/PDs related to the submission of proposals, supplements, and reports on different platforms required by federal agencies or other funding organizations.
7. Advise PI/PDs of the rules and regulations of grant management such as the allocability of costs, change of scope, and other compliance issues.
8. Identify and draft policies and procedures that are needed to remain in compliance with federal regulations.
9. Monitor reporting dates, objectives, and tasks associated with grants to ensure they are completed on-time and within funding agency requirements. Maintain and increase the reputation of SWC with our current and future funders.
10. Oversee the budgeting and cuff-accounting, along with the record keeping of grant-funded projects to ensure compliance.
 - a. Create, maintain, and reconcile cuff-accounts.
 - b. Perform other grant related accounting functions.
11. Assist the Comptroller and the Finance Committee with the grant-related components of the comprehensive budget at SWC.
12. Monitor reporting dates, objectives, and tasks associated with grants to ensure they are completed within funding agency requirements.
 - a. Maintain important records associated with each grant.
 - b. Review funding guidelines and program announcements from government agencies and private foundations for appropriateness.

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13. Maintaining files, project calendars, filling out and submitting forms, etc.
14. Interact with other departments and the public; answering phones, making brochures, writing letters or emails, etc.
15. Attend off-site meetings or workshops, which may require overnight travel.
16. Comply with all College, Tribal, and Federal policies, regulations and laws that govern the College.
17. Participate on College committees and in faculty/staff meetings
18. May be required to assist with events
19. Perform other duties as assigned

Education and Requisite Experience

- Master's degree is required.
- History of successful proposal writing to multiple federal agencies. Please include the award numbers and agencies (3 or 4 maximum) in your application.
- History of successfully serving as the PI or PD on a minimum of three (3) significant multiyear grants (e.g. a 3- or 5-year award with a total award amount of over \$750,000). Please include the award numbers and agencies in your application, preferably from different federal agencies and in the area of education.

- SWC will accept applications from candidates who do not meet these qualifications for a Sponsored Programs Officer – Apprentice position. This is not a separate position, only one candidate will be selected with preference to the non-apprentice position.
 - As an Apprentice, the applicant will have increased supervision and mentoring during a one- or potentially two-year period prior to being evaluated for promotion to the role of Sponsored Programs Officer or if unsatisfactory progress is being made, will be released from the position completely.
 - A candidate for the Apprentice option should have a Bachelor's degree and a strong knowledge and work history with sponsored programs. Applicants are also required to meet the requirements contained within the next section.

Knowledge, Skills, and Abilities Required

- Demonstrate a highly level of proficiency in technical writing.
- Demonstrate the ability to effectively communicate to multiple audiences both verbally and in writing.
- Demonstrate an advance proficiency in prioritization and adaptability.
- Demonstrate advance skills in planning which combines the interests of multiple stakeholders within an institution or organization.
- Demonstrate the ability to effectively budget available funding and other resources to successful complete projects.
- Demonstrate a commitment to 'perform other duties as assigned', along with personal initiative within the context of institutional goals.

A successful candidate must have (the):

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- Knowledge of federal regulations, funding policies, procedures and applicable local, state, federal and university regulations (OMB circulars, NSF PAPPG, or similar documents).
- Excellent time management skills.
- Ability to work effectively with electronic grant management systems (SAM.gov, Grants.gov, Research.gov, and FastLane).
- Good interpersonal skills; ability to work as a team player. A willingness and ability to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to understand and effectively utilize institutional research.
- Efficiency, diplomacy, and composure needed to multi-task under the pressure of multiple deadlines.
- Ability to maintain high levels of confidentiality.
- High standards of ethical and professional conduct.
- Ability to work with minimal supervision.