



Classification Description

Job Title: Coordinator, Accountability, Effectiveness and Grants **Pay Grade: 114**

Job Code: 4157 **FLSA Status: Exempt**

Job Purpose

This position is responsible for professional work requiring independent judgment and decision making supporting systems necessary to meet and maintain regional accreditation requirements, interim reporting requirements and all other local, state, and federal accountability requirements. The Coordinator, Accountability, Effectiveness and Grants ensures the institution complies with all internal and external policies and procedures. In conjunction with a variety of institutional constituents, this position ensures that all evaluation activities are integrated into the College's general effectiveness strategy and that these activities support the mission of the College. The Coordinator aids the Assistant Vice President of Institutional Research, Assessment, & Effectiveness (AVP) in ensuring that effectiveness schedules are implemented and that the institutional effectiveness process represents a contemporary best practice in the field of program evaluation. The position also supervises Academic Affairs data collection and survey administration at the discretion of the AVP.

The Coordinator, Accountability, Effectiveness and Grants also performs professional work providing guidance and support to the AVP and in the acquisition of, and administration of grants received by the College. The position is responsible for assisting the AVP in the development of the College's Office of Sponsored Programs with emphasis on grants administration and compliance. This position also collaborates with appropriate College faculty and staff to secure grants.

General Responsibilities

Essential Functions

Ensures system effectiveness for internal controls and compliance with associated policies and procedures related to accountability.

Collaborates with academic and administrative units to ensure compliance with policies and procedures. Supports the AVP in developing and revising College operating procedures to ensure compliance and accountability College-wide.

Participates as part of the team in Academic Affairs to ensure all effectiveness reporting and planning are appropriate for regional and program specific accreditation.

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Manages the electronic management system used to house the institutional effectiveness plans and reports and instructs faculty, staff, and administrators on the use of the management system.

In collaboration with the AVP, maintains and updates the departmental website that serves as a venue for communications regarding College accountability, effectiveness and evaluation.

Implements systems College-wide to analyze, verify, and validate data used for accreditation and reporting purposes. Guides College administration and staff through the electronic management system to ensure program outcomes are articulated, recorded, and managed.

Supports and maintains the regional accreditation efforts and reports including preparing, verifying and validating information used.

Assists training appropriate staff members regarding College Operating Procedures for the purpose of ensuring accountability, compliance standards and system effectiveness, as well as conducting effective and meaningful evaluation activities.

Supports the AVP in overseeing the accountability processes College-wide including development and delivery of reports on College and system performance, and works with staff at all levels to understand accountability best practices. Collaborates with appropriate College leadership to ensure timelines are followed and deadlines related to documentation of unit effectiveness plans and reports are met.

Monitors academic and administrative units to ensure compliance with policies and procedures in regards to accountability and effectiveness.

Provides support for survey development, administration, and analysis College-wide.

Coordinates, schedules, and administers surveys.

Assists various departments within the College in grant identification, coordination, submission, and management and is responsible for the fundamental pre- and post-award financial management activities of the grants/contracts process.

Ensures Principle Investigators (PIs) perform activities in the preparation (ensuring PIs are aware of the required components and approvals from executive leadership by the specified deadline), maintenance and reporting (ensures PIs are monitoring the extent to which objectives are being met and make appropriate recommendations to College leadership) of their external grant awards and sponsored programs.

Works with College leadership, faculty and staff to ensure proper procedures are followed for both pre- and post-award activities.

Monitors and evaluates grant expenditures to ensure the PI is following guidelines relative to budget, including allowability and funding restrictions.

Maintains record of grant related activities at a macro level and provides appropriate reports as requested including maintaining FSW's Sponsored Programs website.

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Recommends, updates and maintains appropriate grants related operational policies and procedures.

Ensures that proper documentation is maintained on all budget expenditures and that projects are actively managed and closed out according to the funding agency's guidelines/policies.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years of full-time professional work experience in higher education.

Knowledge of accrediting body standards.

Experience with Effectiveness Plans/Accreditation Software (e.g., Compliance Assist) or similar.

Experience with grant management at the collegiate level (both implementation and provenance to the institution).

Ability to independently travel to various campuses and other locations for College business.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.

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- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 4, 2023.