



Grant Administrator

Department: Office of the Provost

Status: Exempt, Full Time

Closes: Open until filled

Reports To: Director, Sponsored Programs

Classification: Administrator

POSITION SUMMARY

The Grant Administrator serves as a liaison among faculty, staff, University departments, and external funding agencies. The position supports both pre-award and post-award grant administration, ensuring compliance with sponsor regulations and University policies and procedures. This position may be remote or hybrid.

Responsibilities include assisting with proposal development and submission, budget review, award management, compliance monitoring, reporting, and grant closeout activities. The Officer maintains grants administration records, prepares internal and external reports, and works collaboratively with faculty and staff to support the effective management and stewardship of sponsored projects.

DUTIES AND RESPONSIBILITIES

- Support pre-award activities, including proposal review, budget development, compliance review, routing, report preparation, and submission processes.
- Develop and maintain grants management systems and databases to track proposals, awards, and compliance requirements; prepare and distribute reports as needed.
- Maintain grants administration resources and reference materials, such as sponsor guidelines, application forms, grant management handbook, and proposal development tools.
- Provide guidance to faculty and staff on grant-related policies, regulations, procedures, and sponsor requirements.
- Monitor post-award activities to ensure compliance with sponsor and University requirements; assist with budget monitoring, reporting deadlines, award modifications, and grant closeout.
- Stay current on federal, state, foundation, and corporate funding regulations and communicate changes and best practices to faculty, staff, and administrators.
- Coordinate grant tracking, financial reporting, and award management with the Office of Finance and other University departments.
- Maintain and update the OSP website and related resources to ensure faculty and staff have access to current policies, procedures, and forms.
- Collaborate with Academic Affairs, Finance, Advancement, and other administrative offices to support the effective administration of sponsored projects.
- Assist with training and outreach activities related to grants administration, compliance requirements, and sponsored programs processes.
- Support continuous improvement of grants administration policies, procedures, and systems to enhance efficiency, compliance, and service to faculty and staff.
- Perform other duties as assigned.



EDUCATION AND EXPERIENCE

- A bachelor's degree from a relevant field of study is required.
- Two to three years' experience in grants, contract, or research administration, or a comparable role with transferable skills including project management, writing, and/or data analysis.

KNOWLEDGE AND SKILLS

- Demonstrated strong computer skills, including proficiency with Microsoft Word, Excel, and PowerPoint for correspondence, special reports, spreadsheets, databases, forms, etc.
- The ability to quickly and thoroughly learn new data systems and to train others on their use and adoption.
- Strong writing skills with a preference for the demonstrated ability to communicate complex ideas in writing.
- Initiative and ability to maintain excellent records
- Comfortable with handling and auditing financial information
- Attention to detail and thoroughness in completing assigned duties
- A willingness to work independently to assure project completion, and the ability to rally others in a team towards a goal.

This position requires a high degree of discretion and tact, as well as the ability to manage and prioritize multiple competing projects and deadlines. Some weekend and evening hours are required.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.