



PT Grant Project Coordinator

Department: Student Life
Status: Non-Exempt, Part Time
Closes: Open until filled

Report To: Director of Campus Health & Wellbeing
Classification: Staff

POSITION SUMMARY

Mercyhurst University seeks a part-time Grant Project Coordinator to support implementation of the SAMHSA Garrett Lee Smith (GLS) Campus Suicide Prevention Grant. Reporting to the GLS Project Director/Director for Campus Health & Well-Being, this position coordinates campus mental health promotion, suicide prevention, resilience, substance use prevention, and well-being initiatives, supporting strong campus and community partnerships.

DUTIES AND RESPONSIBILITIES

- Coordinate the day-to-day implementation of the SAMHSA Garrett Lee Smith (GLS) Suicide Prevention Grant under the direction of the Project Director.
- Maintain project timelines, work plans, meeting schedules, and grant documentation to ensure completion of project goals and deliverables.
- Coordinate implementation of campus mental health promotion, suicide prevention, substance use prevention, resilience, and well-being initiatives, including peer education, JED Campus activities, teletherapy promotion, gatekeeper trainings, and campus awareness campaigns.
- Serve as liaison among campus departments, community partners, and grant stakeholders to support collaborative programming and the MU Connects network.
- Coordinate project meetings, advisory committee activities, and partner communications.
- Collect and maintain project data, training records, participation statistics, and evaluation measures; assist with surveys and annual reporting requirements.
- Assist with development of promotional materials, newsletters, website updates, presentations, and social media messaging.
- Support grant administration by maintaining required records, monitoring project expenditures, assisting with federal progress reports, and ensuring compliance with SAMHSA requirements.
- Perform other duties necessary to support successful implementation and long-term sustainability of the GLS project.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Public Health, Health Promotion, Psychology, Social Work, Higher Education, Counseling, Public Administration, or a related field required; master's degree preferred.
- Experience coordinating projects, health promotion initiatives, higher education programs, or grant-funded activities preferred.
- Strong organizational, communication, and project management skills with the ability to coordinate multiple priorities.

REQUIRED CLEARANCES



- State Background Check
- Child Abuse Clearance
- FBI Finger Print

KNOWLEDGE AND SKILLS

- Knowledge of project coordination, program implementation, and data management.
- Strong written and verbal communication skills.
- Ability to collaborate effectively with students, faculty, staff, and community partners.
- Experience using Microsoft Office and database management systems.
- Knowledge of student mental health, suicide prevention, behavioral health promotion, or public health principles preferred.

WORKING CONDITIONS

- Flexible schedule averaging 17.5 hours per week, including occasional evening and weekend hours for trainings and campus events.
- Limited travel for professional development, conferences, or community partner meetings.
- Part-time appointment averaging 17.5 hours per week (0.375 FTE); annual budgeted salary: \$21,000.
- Coordinates with the Graduate Assistant, student peer educators, student volunteers, data collection/analysis, and assigned project workgroups.

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.