



JOB TITLE: Grants and Academic Affairs Specialist

REPORTS TO: Academic Dean

DEPARTMENT: Academics

STATE DATE: Immediately

CLASSIFICATION: Full-Time Staff

SALARY: TBD

General Function: To provide administrative support regarding grant funding for the college and for confidential academic affairs functions.

Duties and Responsibilities:

- Provides administrative support for the Academic Dean to include grant searches and development, grant operations, administrative affairs matters including maintaining faculty and academic staff records, evaluations, assessments, contracts, syllabi, office hours, textbook adoptions and other as necessary.
- Processes P.O.'s, check requests, and event forms for some grants and academic affairs and business office approval.
- Maintains budget analysis of some grants and administrative affairs departments.
- Creates and distributes some grant and college narrative and statistical reports on a monthly, quarterly, or annual basis.
- Assists with maintenance, data entry, and analysis of Comprehensive Management System and Empower.
- Assists with the preparation of Faculty *Handbook*, Faculty and Professional Development Workshops, and Empower training materials.
- Comply with college, state, and federal policies and procedures.
- Other duties may be assigned.

Minimum Requirements: Bachelor's degree preferred. Minimum of one (1) year of responsible administrative skill experience preferred. Grant writing or administration skills preferred. Excellent organizational skills, ability to multi-task, communication skills, efficient use of computer word processing and spreadsheets a must. Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Working Conditions: Office environment with minimum 25 pounds lifting required.

Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to: <https://www.andrewcollege.edu/employment-opportunities/> Jennifer Mitchell, Director of Human Resources hr@andrewcollege.edu

The review process will begin immediately and will continue until the position is filled.

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.