

## **East Arkansas Community College – Grants Coordinator/Writer**

East Arkansas Community College is seeking applicants for the position of Grants Coordinator/Writer.

The Grants Coordinator/Writer will report directly to the President, but will work closely with the divisions of institutional research, business affairs, academics, and student services. Responsibilities will include oversight of daily grant accounting including expense reimbursements, revenue collection, budget monitoring, and all required reporting. Additionally, the Grants Coordinator/Writer will be responsible for seeking, developing, coordinating, and submitting new grant applications with the assistance of the Executive Director of Institutional Research, as well as other faculty and staff and community and education partners.

### **Responsibilities**

- Monitoring grant expenditures and completion of grant analyses.
- Monitoring and reporting progress toward grant objectives.
- Proposal development, renewal, and submission.
- Grant compliance oversight.
- Additional duties as assigned.

### **Qualifications:**

Bachelor's Degree and 2 to 3 years of experience in an educational, non-profit, or similar setting providing equivalent experience. An equivalent combination of education and experience may be considered. Strong proficiency in Microsoft Office is required. Candidate must possess excellent interpersonal and communication skills and be able to work independently as well as be part of a team with faculty and staff and must be able to meet strict deadlines while demonstrating attention to detail.

The ideal applicant should be:

- organized and experienced in maintaining accurate records.
- able to demonstrate excellent oral and written communication skills.
- able to meet strict deadlines without reminders.
- able to interpret and communicate guidelines as they pertain to various grant programs.
- self-motivated and able to work independently.
- able to work cooperatively with various constituencies and offices on campus and in the community.

Preference will be given to candidates who demonstrate successful grant writing and administration experience, accounting skills, strong communication and writing skills, and competency with compliance with federal or non-federal grants and programs.

### **EXPECTED SALARY AND COMPENSATION**

Compensation is highly dependent upon qualifications and experience, but is expected to range from \$40,000-45,000 plus additional administrative allowances from grants received.

## **WORK HOURS**

During the regular academic year (fall and spring semesters), EACC offers full-time staff four work schedule options: (1) 8:00-4:30 Monday through Friday; (2) 7:30-5:00 Monday through Thursday and 8:00-12:00 noon on Friday; (3) 8:00-5:30 Monday through Thursday and 8:00-12:00 noon on Friday; or (4) 8:30-6:00 Monday through Thursday and 8:00-12:00 noon on Friday. Some evenings and weekends are required during peak registration times and for special events.

Candidates with experience may be offered the option of working remotely for some portion of time, but those arrangements will be discussed based upon the work experience of the successful candidate.

## **WHAT WE OFFER**

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%).

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 8 hours per month to 15 hours per month depending on state service.

The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

For more information on benefit plans, please visit [www.eacc.edu/employment](http://www.eacc.edu/employment).

All interested candidates are encouraged to apply. EACC strives to attract a large and diverse pool of applicants.

*Candidates who wish to apply should submit an EACC application, cover letter, resume' or curriculum vitae, and transcript(s) to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City AR 72335. The application may be found at [www.eacc.edu/employment](http://www.eacc.edu/employment) and documentation may also be submitted via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu) . Review of applications will begin immediately and continue until the position is filled.*

*EACC is an AA/EO employer.*

