

**College of the Siskiyous  
Job Description**

**Job Title:** Analyst, Grants/Research

**FLSA:** Non-Exempt

**Group:** Classified

**Salary Class:** X

**Salary Schedule:** Classified

**Job Summary**

The Grants and Research Analyst works with the Director of Research, Assessment and Development to assist staff, faculty and administrators with the technical aspects of proposal writing, project management and communicating with funding agencies. In conjunction with the Director, the primary function of this position is to carry out the vision and the strategic plan of the College through the development of proposal ideas, identification of funding sources and the acquisition and management of grants and grant funded projects. The Analyst is also responsible for the coordination of pre-award and/or post-award activities relating to grant proposals.

**Essential Duties and Responsibilities include the following**

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Analyst provides the following services:

Works with the Director to facilitate project planning and development of proposals

Ensure projects are linked to the district's strategic priorities

Research and identify appropriate funding sources

Review all grant requirements and guidelines

Coordinate the compilation of grant proposals. Attend planning meetings; bidder's conferences; gather necessary data, etc.

Write, edit and/or revise content of grant proposals

Design charts, tables, graphs and maps for grant applications and research reports

Solicits data via various means to support analytical studies

Works with the Grants and Contracts Technician to monitor the implementation of funded grant activities and reporting requirements. Assist in budget development

Provides office support for the Department (i.e. scheduling appointments and travel arrangements, tracking budgets, and other operational duties for the Department)

Create and maintain website for the Department

Provide support for the writing, formatting and editing of research and grant reports for presentation to internal and external groups.

Develops and distributes a comprehensive grants/contracts procedures manual that is provided to all project directors.

Performs related duties as assigned.

**Employment Standards**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Principles and Practices of Grant Writing and Development  
Principles and practices of Institutional Research.  
Higher education principles and practices. College state regulations.  
PC and related software, including database and statistical software.  
Statistical analysis; survey design, distribution and compilation.

Ability to: Provide leadership in Grant Writing and Institutional Research.

Communicate effectively verbally and in writing.  
Operate a PC and related software.  
Organize, prioritize, and oversee a variety of tasks simultaneously.  
Maintain effective working relationships with other people.

Education and/or experience: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Bachelor's Degree. 2-3 years' related experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environments: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

Approved: 5/12/04