



Administrative Assistant / Grant Coordinator

Title:	Administrative Assistant / Grant Coordinator
Department:	TRIO Pre-College Programs (Time split between two programs) (TRIO Talent Search 50% & TRIO Upward Bound 50%)
Supervisor:	Director, TRIO Pre-College Programs
Status/Type:	Full-time / Staff / Exempt – 12 months

Position Summary: Manages documentation related to grant budgets and works with staff to plan, schedule, and implement educational events as well as assist with transportation and supervision of low income and/or first generation middle and high school students. Position is grant funded and contingent on renewal of the award. Grants are currently in their second and third year of a five year cycle.

Required Qualifications:

1. Minimum of Associate's degree/equivalent combination of education/experience in related field
2. Proficient in Microsoft Office, Google Suite, and general bookkeeping
3. Must possess good interpersonal, oral and written communication skills, and demonstrate organizational skills
4. Ability to prioritize responsibilities with attention to detail and accuracy
5. Valid driver's license
6. Willingness to use personal vehicle for job-related travel in the event a university vehicle is not available
7. Ability to maintain confidentiality of student information

Desired Qualifications:

1. Experience working in an educational environment
2. Knowledge of low-income and first generation population
3. Able to work independently and communicate effectively as part of a team

Essential Responsibilities:

1. Assist staff to ensure program activities are in compliance with grant guidelines
2. Maintain receipts, expense ledgers, and monthly detailed spreadsheets
3. Reconcile monthly balance sheets
4. Assist with planning transportation/lodging for overnight trips with students; attend as needed
5. Maintain office supply inventory
6. Attend local/regional/national professional development
7. Create/update/produce grant documents (i.e. - applications, letters, forms, etc.)

8. Assist staff with filing, mailing, and data entry
9. Administer USDA Summer Food Service Program after attending training
10. Work occasional overnights, evenings and weekends; you may be asked to fill in on a Saturday Academy once a month and during a few short trips each year if there is a staff shortage
11. Adhere to university policies and procedures
12. Demonstrate support for and engagement with Finlandia's strategic vision to become more fully a whole learning community accompanying the whole student toward a whole life.
13. Perform other duties as assigned

Application Procedure:

Review of applications will begin immediately and continue until the position is filled.

Mail or e-mail a cover letter, resume, and references to:

David Kamrad
Director, TRIO Pre-College Programs
Finlandia University
601 Quincy St.
Hancock, MI 49930
kamrad@finlandia.edu

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns:

Alyson DeLandsheer
Human Resources Manager/Title IX Coordinator
(906) 487-7339
alyson.delandsheer@finlandia.edu

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