



Job Description

Position Title:	Project Assistant		
Business Unit:	Student Success Grant/SPA	Status:	Full-Time Hourly (Non-Exempt)
Reporting to:	SPA Grant Specialist	Salary Range:	Funding: Student Success Grant

Background:	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u></p> <p>The University’s Mission statement is “Inspiring knowledge, faith, and service through Christ-centered education.”</p>
Position:	<p>Responsible for supporting and collaborating with the Sponsored Projects Administration Office and the Grant Project Director to help them stay organized and complete tasks that allow them to focus on advanced responsibilities.</p>

<p>Responsibilities:</p>	<p><u>Administrative</u></p> <ul style="list-style-type: none"> ▪ Assist all grant coordinating staff with project management to include research and procurement of evidence for program development ▪ Assist in the preparation of the Interim, Annual and Final Performance Reports ▪ Collaborate with other departments regarding grant research ▪ Maintain grant budget spreadsheets and procurement process ▪ Support the Project Director to ensure compliance with university and federal budget requirements ▪ Maintain and organize grant contracts, invoices, receipts, and agreements ▪ Maintain and monitor grant platforms ▪ Oversee Time and Effort Reporting and project management ▪ Maintain familiarity with grant documentation, requirements, and vision ▪ Assist all grant coordinating staff with travel arrangements to and from various meetings, offsite events, and visits ▪ Co-coordinate weekly team meetings, develop agendas and disseminate project updates to all members of the project implementation team ▪ Maintain resources and communication with external grant evaluators ▪ Ensure all guests of the department and University are warmly greeted and taken care of where applicable ▪ Maintain office supplies <p><u>Other Responsibilities</u></p> <ul style="list-style-type: none"> ▪ Duties as assigned
<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • Bachelor’s degree preferred • Federal grant and budget management experience preferred • One to three years of relevant administrative experience • Microsoft, Adobe, and other technological platform experience • Strong computer skills, note taking, and typing skills • Strong interpersonal, written, and verbal communication skills • Strong initiative and leadership skills • Proven ability to manage multiple projects and timeliness

	<ul style="list-style-type: none"> • Attention to detail • Ability to work independently and collaboratively in a fast-paced environment. • Excellent guest relations and customer service
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Knowledge of spreadsheets • Ability to anticipate, initiate, and execute project needs • Problem-solving and critical thinking skills • Ability to formulate plans and evaluate services effectively • Skill in both verbal and written communication • Ability to work with a team
Work Conditions & Environment:	<p>Job Conditions: Computer use, Fast-paced work, Fluent in speaking, Reading, and Writing English.</p> <p>Occasional: Working on Weekends</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p> <p>Work Hours: Monday-Friday (40 hours/week)</p>

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

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