



## **FSCS Grant (El Centro) Administrative Support (Temporary Full-Time)**

### **General Responsibilities:**

As an integral part of the project, the Administrative Support person will assist the staff responsible for administrative oversight, fiscal compliance, and project oversight.

### **Essential Duties and Responsibilities:**

#### **Oversight Administrative Support**

- Assist in providing support for fiscal compliance using data and information from the programs.
- Assist with responding accurately and thoroughly to all incoming requests from clients and project staff concerning account-related information, legal requirements, and processing procedures.
- Social media posts: coordination with Marketing team to create drafts for final posts on UCenter Facebook page.
- Event planning and management
- Scheduling and calendar management
- Coordinating vendor contracts, invoice payments, materials ordering of the FSCS team projects and events.
- Credit card Reconciliation/receipts
- Communication-Full Loop (FSCS staff, UCenter Staff, Administration, School Districts, etc.)

#### **Fiscal Compliance**

- Assist with maintaining records of disbursements related to the grant.
- Assist in ensuring that receipts are kept for at least three years following receipt of the grant.
- Effective use of communication tools/shared worksheets for school district reimbursement processes.

#### **Other Duties:**

- Assist with updating management on federal sponsor policies and regulations.
- Maintenance of internal database for the semi-annual and annual reporting (Dashboard/Scorecard)

### **Requirements/Qualifications:**

- Associate degree in office or business administration or other appropriate field with relevant experience in data collection/tracking/analysis, and experience in working with Government grants.

- Minimum of three years relevant experience in the academic and business fields.
- Demonstrates sensitivity to the needs of diverse communities.
- Strong relationship-building skills and interpersonal communication.
- Strong communication skills and knowledge of Microsoft Office products
- Demonstrates ability to plan, organize, delegate, and follow-through independently on projects.
- Willingness to work as part of a team, to shift working schedule to evenings and weekends as required, and to undertake local travel as needed.
- Strong skills in note-taking for purposes of data tracking, reporting, and learning.
- Other duties as assigned.

**Preferred Additional Education and Experience:**

- Bachelor's degree in business administration, or other appropriate field, with relevant experience in K-12 education and Government grants.
- Knowledge of the Lake County school districts and Human Services agencies.
- Minimum of three years relevant experience in the academic and business fields.

**Salary Range:** \$37,440.00 to \$41,600.00

**Benefits:**

- Competitive Compensation
- Professional Development opportunities
- 403-B retirement plan with employer match
- Vacation, sick, and personal days

**This is a Temporary position funded by the FSCS grant- El Centro**

**Application Instructions:**

To apply for this position, please submit:

- a cover letter outlining your interest in and qualifications for the position,
- a copy of your resume and,
- 2 professional letters of recommendation, along with contact information.

*This position will remain open until it is filled.*

**Submit your application to:**

Roland Gozun

Director of Finance and Business

University Center of Lake County

RGozun@ucenter.org