



To Be Named
Student Worker – Grant Assistant
Working Hours: Varies (See Attached Document)

Supervisor: Ms. Perrilla Johnson-Woodard
Director, Office of Sponsored Programs
(323) 563-5973
(562) 743-1016
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PURPOSE/ROLE:

The Office of Sponsored Programs provides leadership in the promotion of sponsored programs and a supportive environment for faculty throughout the lifecycle of the grant from the proposal development process to the closeout of the grant. The Grant Assistant will assist in that process thereby working closely with the director and other staff members thereby performing various confidential administrative duties providing assistance to the day-to-day administration of the office as indicated below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer and redirect incoming calls, greet walk-ins and direct them to appropriate department/staff.
- Receive incoming mail and support departments' outgoing mail needs.
- Assist with filing and data entry as needed.
- Maintain and coordinate office supply needs.
- Maintain a working knowledge of campus policies and procedures.
- Provide support as needed for scheduling appointments, meetings, and making travel arrangements for department personnel and process related paperwork.
- Maintain and update grants and contract tracking database
- Maintain various logs and other manual and/or electronic record-keeping systems related to assigned functions
- Perform other duties as assigned.