

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

GRANT PROJECT COORDINATION SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 17-C

JOB FAMILY: OFFICE/ADMIN SUPPORT JOB FUNCTION: ADMIN SUPPORT SERVICES

GENERAL STATEMENT OF JOB

The Grant Project Coordination Specialist provides advanced programmatic, operational, financial, procurement, and project coordination support to assigned programs, projects, or grants. This position coordinates direct services to grant participants, specialized operational projects, purchasing activities, budget tracking, vendor relationships, reporting, asset management, participant events, and record updates, -. The position serves as a departmental resource to ensure effective grant goal attainment, appropriate service delivery to participants, accurate financial processing/budget tracking, and successful completion of operational initiatives in alignment with college policies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Plans and implements grant funded activities and services as outlined in the grant proposal and by the funding agency. Tracks project milestones, assists in monitoring progress toward goals and deliverables and serves as liaison between the grant project, the college community and external grant stakeholders.

Monitors departmental grant budgets, expenditures, project accounts and analyzes spending trends to ensure the College is a good steward of awarded grant funds. Coordinates procurement activities including requisitions, purchase orders, vouchers, purchasing card transactions, invoice processing, and payment reconciliation in accordance with college policies and procedures.

Facilitates communication among departments, vendors, contractors, and other community stakeholders Maintains operational records, databases, inventories, and related documentation required by the grant utilizing enterprise systems, financial systems, project management tools, and other technology resources to ensure accuracy and compliance of grant records.

Provides customer service and operational support to administrators, faculty, staff, students, vendors, and members of the public by responding to inquiries, providing information, and resolving routine operational issues.

Assists with onboarding activities, resource coordination, equipment requests, access requests, and other processes necessary to support grant operations and project implementation.

May coordinate the activities of support staff, student assistants, or project team members and provide guidance regarding grant processes and procedures.

Provides grant project operations administrative support to create and maintain a college-wide environment supportive of grant participant/student needs.

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Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

May perform in a lead capacity directing support staff, student assistants, or grant project team members as assigned.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution and three (3) years of related business, administrative, procurement, project coordination, or grant operations experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution. Experience in higher education operations, facilitation of grant funded programs, procurement, budget administration, project coordination, facilities coordination, or PeopleSoft systems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether like or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments, and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

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Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Job Code: 8174

Effective: 9/1/2026