



Position Title:	Grants Coordinator (Administrative Coordinator)
Recruitment #:	208
Full/Part-Time:	Full-time
Temporary:	Temporary, ending on or before September 30, 2026. Any continuation beyond September 30, 2026, is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary:	\$4,047 - \$4,305 per month Hiring salary is not expected to exceed \$4,305, However, offer amount will be commensurate with candidate's experience, education, skills, and training.
Department:	College of Natural Sciences, Mathematics, and Engineering (NSME) Grant: An Equitable Pathway to In-Demand STEM Careers
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	November 6, 2025
Closing Date:	November 20, 2025

THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

APPLICATION PACKET REQUIREMENTS

This position requires **(including those on campus)** submission of:

- A standard CSUB, Auxiliary job application download at:
(https://www.csub.edu/hr/hrdocs/CSUB_Auxiliary_Employment_Application.pdf)
- Names of three (3) professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable and requested
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education, and experience required.
- Please review the Application Procedure section for instructions on how to submit your application.

POSITION PURPOSE: An Equitable Pathway to In-Demand STEM Careers grant project funded by the Department of Education aims to increase access and close opportunity gaps for students in STEM fields to increase degree completion and career outcomes.

Under the general supervision of the Director of the Grant Project and the Director of Grants and Outreach for the College of Natural Sciences, Mathematics, and Engineering, the Grant Coordinator provides complex administrative and budgetary support for externally funded projects. Serving as a key resource for Principal Investigators (P.I.s), the Grant Coordinator ensures compliance with grant and institutional guidelines, supports financial planning and reconciliation, and assists with the implementation and closure of grant activities.

DUTIES:

Administrative Grant Support

- Review and interpret grant award letters, contracts, and agency guidelines to ensure compliance with university and grant requirements.
- Coordinate with GRaSP staff and Principal Investigators (PI) to facilitate project setup, budget authorization, and reporting requirements.
- Prepare and assemble grant award packets ensuring inclusion of all required documentation for institutional and agency compliance.
- Prepare and process grant personnel forms, including contracts, special consultant forms, faculty, and student hire forms.
- Draft and coordinate recruitment announcements for student assistant, Instructional Student Assistant, and Teaching Associates positions.
- Track and document grant-related administrative activities.
- Prepare faculty release time paperwork.
- Manage, organize, and file grant records.
- Track, verify, and process student assistant timesheets.

Auxiliary for Sponsored Programs Administration

California State University, Bakersfield
9001 Stockdale Hwy. • 37 ADM • Bakersfield, CA 93311

- j) Prepare domestic and international travel arrangements for authorized grant personnel.
- k) Meet quarterly with P.I.s to review administrative and fiscal status of grants, identifying required actions or adjustments.
- l) Enter and update grant information in agency data collection systems, verifying data accuracy and completeness.
- m) Support PIs with preparation and submission of agency-required progress and financial reports.
- n) Archie grant records in accordance with CSU Record Retention & Disposal Schedule and finding agency requirements.

Budget Coordination

- a) Collaborate with PIs to develop, update, and monitor grant budgets, ensuring alignment with grant funding guidelines.
- b) Track and reconcile grant expenditures and encumbrances; research and resolve budget discrepancies, provide budget projections and recommend corrective action to PI to address potential deficits.
- c) Coordinate with the GRaSP office and assist with the preparation of grant budget reports.
- d) Assist GRaSP with preliminary and final grant budget/contract paperwork, providing information as needed.
- e) Process grant permitted expenditures; verify account strings; reconcile monthly ProCard reports; prepare and track equipment and service requisitions forms.
- f) Represent PIs in budget meetings with GRaSP as authorized, communicating project status and resolving administrative or fiscal issues.
- g) Review and analyze grant account activity to respond to P.I. inquiries and identify potential need for no-cost extensions or budget adjustments.
- h) Reconcile grant expenditures prior to project closeout and prepare encumbrance reports to ensure full fiscal accountability.
- i) Review, scan, and log all budget related documentation for accuracy and compliance prior to obtaining appropriate approvals.

REQUIRED QUALIFICATIONS: Requires completion of a High School program or equivalent and three (3) years of recent (within five (5) years) demonstrated progressively responsible administrative office support and budget experience. A bachelor's degree in business administration, public administration, or related field may be substituted for one (1) year of professional experience.

SKILLS, KNOWLEDGE, ABILITIES (SKA's):

- Regular and reliable attendance is required.
- Thorough knowledge or ability to quickly learn campus software and applications, including CMS/CFS for budget and credit card reconciliation; 25Live for event scheduling; and WCMS for webpage creation and maintenance.
- Ability to work independently under general supervision while setting priorities and completing all work in a timely manner.
- Demonstrated proficiency in all technical aspects of assigned work.
- Comprehensive knowledge of university infrastructure, policies, and procedures.
- Advanced knowledge of office systems and the ability to effectively use a wide range of technology, software, and applications.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to interpret and apply a broad range of policies and procedures, even in situations lacking specific guidelines.
- Working knowledge of budget administration, policies, and procedures.
- Ability to perform standard business mathematics, including calculating ratios and percentages, tracking financial data, and preparing basic projections.
- Ability to draft and prepare correspondence, reports, and documentation.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner.
- Thorough knowledge of English grammar, spelling, and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited university.
- Three (3) years professional experience in a higher education setting.
- Demonstrated skills in an institutional/educational environment possessing a customer-oriented and service-centered attitude.

APPLICATION PROCEDURE: The official California State University Bakersfield Auxiliary for Sponsored Programs Administration application is located at this link: (https://www.csub.edu/hr/hrdocs/CSUB_Auxiliary_Employment_Application.pdf) and must be completed in full and received in the Human Resources Office by 5:00 p.m. via email on specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. **Please email your application materials to jobs@csub.edu and reference Auxiliary #208 in the subject line.**

Applications are available outside the Office of Human Resources and may be downloaded from the CSUB Auxiliary for Sponsored Program Administration website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 6-8 weeks from the closing date for a position to be filled.

To check the status of your application, go to the California State University Bakersfield Auxiliary for Sponsored Program Administration **page at:** <https://www.csub.edu/hr/auxiliary.shtml>. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience, and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Bakersfield Auxiliary for Sponsored Programs Administration. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU Bakersfield Auxiliary for Sponsored Programs Administration as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the Auxiliary or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University, Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment.