



## JOB DESCRIPTION

**Job Title:** Grants and Contracts Manager

**Reports to:** Project Director/Clinical Director

**Hours:** 40 hours per week

This is currently a temporary, non-benefits eligible position.

**General Description:** The Southwest Michigan Children's Trauma Assessment Center (CTAC) is part of the Unified Clinics at Western Michigan University. The Grants and Contracts Manager oversees the business functions of funded grant and CTAC projects.

### **Major Duties:**

- General administration of federal grants, to include tracking expenditures, fulfilling reporting requirements and assisting grant staff with paperwork
- Assist in writing of new grants when needed, specifically budgetary expenditures and explanations
- Liaison with several University departments on all grant related budget and personnel issues, including necessary paperwork for all grant related staff and activities
- Keeping track of all training contracts, trainings, and billings including sending out bills regularly and reporting monthly billings to Unified Clinics Business Manager
- Working with Unified Clinics Business Manager to develop and track an annual budget for the trauma center, which incorporates training income and clinic income

### **Desired Qualifications:**

- Experience with administering/writing grants
- Expertise in Excel and ability and comfort to navigate multiple online programs
- Experience in academic or government administration required
- Excellent communication skills
- Excellent project management skills, along with the ability to meet deadlines

A successful candidate will have an undergraduate degree in business or related field; Master in Business Administration or Master in Public Administration preferred.

### **Qualified candidates should submit a cover letter and resume via email to:**

Denise Wheatley

[Denise.R.Wheatley@wmich.edu](mailto:Denise.R.Wheatley@wmich.edu)

Subject line: Grants and Contracts Manager

**Application Deadline:** September 22, 2015

Southwest Michigan Children's Trauma Assessment Center (CTAC) is a part of Western Michigan University, which is an affirmative action equal opportunity employer.

We encourage qualified candidates from diverse backgrounds to apply.

<http://wmich.edu/traumacenter>