

Classification and Qualification



STANDARDS

The California State University System

Federal Programs Coordinator

Class Code 5330

Date Established 04-01-70

Date Revised 01-01-78

Occupation Index Reference H-1

(Chancellor's Office Use Only)

DEFINITION:

Under general direction, the Federal Programs Coordinator's primary responsibility is to provide timely information regarding Federal agency programs to the Chancellor and the State University and Colleges Presidents and their staff members responsible for coordinating research.

Examples of Typical Activities:

The position involves the responsibility for giving the campuses details concerning the program requirements, deadlines for proposal submission, and specific priorities and interests of the program administrators. Upon request, the Coordinator determines the status of any given proposal submitted to a Federal agency, and also identifies sources of funding for original research ideas. In many cases, faculty members have unique suggestions for existing problems which cannot be funded by the "popular" government programs. The job of the Coordinator is to suggest areas in the government where such suggestions may be funded.

The Federal Programs Coordinator prepares a monthly newsletter for the use of research staff and faculty members. In it is furnished information concerning deadline data to act as a tickler, facts about Congressional legislation of interest to the campuses, and news of Federal agency activity. Selected conventions are attended on behalf of campus personnel, as well as bidders' briefings, and the highlights are reported to the individual. Congressional hearings are given attention and feedback is provided.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

General knowledge of or ability to learn quickly the resources available for grants to educational institutions and the identification of CSUC projects eligible to be considered for a grant; ability to investigate, collect and analyze information; ability to understand the programs of the State University and Colleges and to communicate to a wide audience the capabilities of the State University and Colleges. Good judgment and the ability to recognize the potential impact of proposed actions in order to bring such matters to the attention of all interested parties within the State University and Colleges. Skill in oral and written communications and the ability to gain acceptance of suggestions and recommendations.

and

Experience:

Three years of progressively responsible administrative or professional experience which has involved establishing and maintaining a variety of staff relationships and coordination of information and activities both within and across institutional lines.

and

Education:

Equivalent to graduation from a four-year college or university.

Work Week Group: 4C

Premium O/T: No

Shift Differential: No

Employee Category: Administrative