



# Job Description

Position Title: Sponsored Programs Assistant Program Manager

Job Family: Sponsored Programs

Job Level: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 06

## Position Summary:

The Assistant Program Manager for Sponsored Programs supports the Development Manager by coordinating multiple financial and administrative processes across the department. This includes researching award and contract opportunities, summarizing and analyzing data, coordinating pre-award development meetings with key stakeholders, providing recommendations regarding opportunities that align with College priorities, and monitoring departmental processes to ensure progress, accuracy, and performance against established objectives. The Assistant Program Manager requires extensive knowledge of internal control management, interpretation of the Code of Federal Regulations (e-CFR), Government Accountability Office (GAO) requirements, Office of Federal Financial management (OFFM), and Office of Management and Budget (OMB) requirements for federal awards. The Assistant Program Manager assists with post award management execution and monitors administrative and financial documents to ensure everything is present for an audit.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assists with preparing and organizing workspaces, forms, documents, and required attachments for award and contract submissions submitted electronically or through other approved methods.
2. Communicates regularly with key stakeholders regarding application status and, throughout the award lifecycle, monitors administrative documentation to ensure completeness and audit readiness.
3. Collaborates with the Development Manager on administrative and compliance matters related to awards and contracts, as needed.
4. Applies internal control standards and applicable federal regulations and guidance (e.g., e-CFR, GAO, OFFM, and OMB requirements) when reviewing, monitoring, and maintaining award and contract documentation to support compliance and audit readiness.
5. Reviews, updates, and maintains departmental forms and templates to ensure accuracy, consistency, and alignment with current requirements.
6. Analyzes award and contract data to monitor activities, track milestones, and set reminders to support timely compliance and reporting.
7. Reviews award and contract performance against established project requirements, timelines, and reporting expectations and flags items requiring further review.
8. Collects audit evidence and supporting documentation from other departments as requested.

9. Manages the Sponsored Programs reporting deadlines calendar and sends regular reminders to project directors regarding late or upcoming submissions.
10. Acts as a liaison on various award proposals or sponsored projects and may manage or supervise award- or contract-funded service employees.
11. Provides basic financial analyses for pre-award and post-award activities using software tools, databases, and spreadsheets, and assists with managing the Central Shared Drive, Google Drive, and the Euna tool.
12. Monitors pre-award and post-award files using the Euna tool to ensure file structures remain intact, organized, and compliant with records retention requirements, including approved naming conventions.
13. Assists with continuous improvement of the award and contract development processes by monitoring workflows, identifying inefficiencies, and streamlining processes to improve efficiency. Provides recommendations to the Sponsored Programs teams.
14. Prepares written summaries on award announcements, updates, and contracts for the Development Manager, using the Euna Tool.
15. Assists with editing Governing Board reports and compares board materials with approved contract and award documentation for accuracy and consistency.
16. Collaborates with the Development Manager on annual grant writer bids and proposals, including providing research, risk exposure analysis, and recommendations
17. Orders supplies and materials for the department as needed.
18. Participates with key staff on various continuous improvement projects including website management and dashboard maintenance.
19. Creates requisitions for Sponsored Programs, including external grant writer contract renewals, departmental memberships, and related services.
20. Provides backup support for the contract services administrative assistant during absences.
21. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of interviewing and investigative methods and procedures
3. Knowledge of internal and external customer service principles and practices
4. Skill in coordinating and monitoring the work of others
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in positive, productive, and flexible customer service
8. Skill in problem solving
9. Skill in program development and process improvement
10. Skill in project management principles, processes, and techniques
11. Skill in public speaking

- 12.** Ability to adapt and maintain professional composure in emergent and crisis situations
- 13.** Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- 14.** Ability to develop and maintain effective and positive working relationships
- 15.** Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a closely related field of study required.
- Three (3) to five (5) years of related experience required.
- Five plus (5+) years of project management experience preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## **Special Conditions of Employment:**

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License