

The University of Texas at San Antonio

Job Description

Job Title: Center Coordinator
Code: 19017
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Center for Innovation and Technology Entrepreneurship (CITE)
Reports To: Director, CITE

Summary

- Function: To provide professional administrative and managerial skills in the coordination of daily operations of the Center for Innovation and Technology Entrepreneurship (CITE).
- Scope: Responsible for coordinating and ensuring the optimization of extramural grant support and actively promoting attainment of CITE goals.

Duties

- Typical:
 1. Monitors operating budgets and accounts for each Program area administratively assigned to the CITE.
 2. Plans and coordinates events as well as fund raising and donor relations activities.
 3. Provides administrative support for assigned programs.
 4. Assign and supervises staff assigned to CITE. Collects, reviews, and approves time records; coordinates, conducts or monitors annual performance evaluations; ensures staff is effectively utilized among programs.
 5. Provides grant management assistance. Prepares and submits proposals; ensures cross-using of resources is allowable by grants and university policies; eliminates redundancy in areas not requiring duplication of resources.
 6. Assists in the establishment of new programs with similar goals.
 7. Updates website and coordinates social media updates.
 8. Provides for center data management, analysis and reports.
 9. Performs additional duties as assigned.
- Periodic:
 1. Coordinates and completes special projects.

Education

Required	Preferred
Bachelor's Degree from an accredited institution.	Master's Degree from an accredited institution.

Other Requirements

Required	Preferred
Tact, diplomacy, and judgment in dealing with others.	Ability to read, write and speak Spanish fluently.
Demonstrated independent decision making and problem solving ability.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Six years of experience related to grants administration, research administration or project management.	N/A

Equipment

Required	Preferred
Skilled in the use of all standard office equipment including personal computers and Word, Excel and Powerpoint.	N/A

Working Conditions

Usual	Special
Usual office environment.	Some travel is required to attend national meetings.

Supervision

Received	Given
General supervision from management.	Direct supervision of assigned support staff.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215

Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.