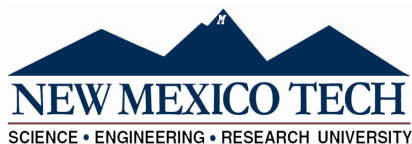


**Posted:** February 27, 2025



## POSITION ANNOUNCEMENT

**TITLE:** GRANT SUPPORT SPECIALIST

**DEPT:** SPONSORED PROJECTS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$ 17.00 - \$20.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** 03/11/2025

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

The Grant Support Specialist will provide essential support to the Sponsored Projects Administration team by assisting with administrative and operational tasks throughout the lifecycle of sponsored projects. This entry-level position is geared toward a detail-oriented and organized individual who is eager to develop skills in grants administration and research funding within a dynamic and fast-paced setting. The Grant Support Specialist will be responsible for a range of administrative functions including document preparation, record-keeping, compliance monitoring, and communication with stakeholders.

### JOB FUNCTIONS:

Grant Administration Assist in preparing periodic financial and progress reports for submission to funding agencies. Compliance and Monitoring Conduct preliminary reviews of grant-related transactions to confirm adherence to applicable policies, regulations, and grant requirements. Record-Keeping and Documentation Maintain accurate and organized electronic and physical records for all grant documents, including proposals, budgets, contracts, subawards, third-party cost share, and communications. General Administrative Support Provide essential administrative support to the SPA team including organizing files and preparing standard documents.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, AdobePro) Ability to organize and manage files, both electronically and in physical formats. Familiarity with basic budgeting and financial concepts (e.g., expenses, invoicing) Ability to accurately enter data into databases or tracking systems. Attention to detail for maintaining records and documentation.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	N

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 65%	Walking 5%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)