

Posting/Functional Title	Community and Social Service Specialists, Other
University Pay Plan Title	Grant Coordinator
Location	San Marcos
Department	Center for Applied Interdisciplinary Res
Recruitment Type	Open to All
Job Type	Full-Time
Monthly Salary	\$ 4,856.00
Job Category	Exempt
Required Qualifications: Applicants must specifically address how they meet these required qualifications to meet the requirements of the position.	<p>Masters degree from a CSWE-accredited program. Minimum 2 years of post-master's social work degree practice experience. Experience in field instruction/supervision and/or project coordination. Demonstrated ability to develop and present training modules and/or workshops for target groups. Experience developing and completing evaluation reports. Evidence of interpersonal and networking skills. Evidence of excellent written and oral communication skills. Experience prioritizing and organizing assigned tasks. Experience working independently. Knowledge of computers and Microsoft Office.</p>
Preferred Qualifications	<p>LMSW licensure in the state of Texas. Experience working and reporting on a federal grant. Knowledge of university policies and procedures.</p>
Job Description	Responsible for providing professional supervision and support to a grant.
Job Duties	<p>Supervising students and field placements. Coordinating the development of training modules and workshops. Teaching a field seminar class. Collaborate with faculty and agency partners to develop and implement learning modules and workshops across various settings. Oversee field placement for current and expanded placement sites. Oversee MSW student interns, and coordinate and liaison with each field supervisor. Work with the School's Field Office to ensure the requirements and objectives of both the grant project and the MSW program are met. Develop and write narratives for fliers, publications,</p>

	<p>press releases, training modules and workshops. Evaluate effectiveness of program and procedures. Establish contacts with the community. May co-write articles with Principal Investigator for professional journals based on research. Document and record services provided by the project. Analyze and recommend solutions to problems. Plan portions of grant project. Assist with supervision of staff and in the development of specific procedures. Ensure proper administration and tracking of research instruments Compile survey results. Assist with grant writing. Other duties as assigned.</p>
Additional Information to Applicants	<p>This position is funded by a grant, renewed annually, and scheduled to continue until August 2021.</p> <p>Some evening and weekend hours may be necessary.</p>
Job Open Date	11/06/2017
Job Close	Open until filled
Open Until Filled	Yes
Normal Work Days	Monday, Tuesday, Wednesday, Thursday, Friday
Normal Work Hours Start	8:00AM
Normal Work Hours End	5:00PM
Posting Notices	<p>Applicant must have a valid Texas Driver's License and be a driver in good standing with less than ten (10) points deducted for driving infractions as determined by the employer driving standards system., YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A RESUME AND COVER LETTER TO YOUR APPLICATION. , YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A TRANSCRIPT.</p>
Legal and Required Notices	<p>Texas State University, to the extent not in conflict with federal or state law, prohibits discrimination or harassment on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity or expression.</p> <p>Employment with Texas State University is contingent upon the outcome of record checks and verifications including criminal history, driving records, education records, employment verifications, reference checks, and</p>

	<p>employment eligibility verifications.</p> <p>Texas State University is a tobacco-free campus. Smoking and the use of any tobacco product will not be allowed anywhere on Texas State property or in university owned or leased vehicles.</p> <p>Texas State University is a member of the Texas State University System. Texas State University is an EOE.</p> <p>Texas State is committed to increasing the number of women and minorities in administrative and</p>
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