Program Manager, California Northstate University, College of Dental Medicine, Elk Grove, California, USA

POSITION TITLE: Program Manager

REPORTS TO: Associate Dean for Research and Community Engagement, College of Dental Medicine

WORK SCHEDULE: .25 FTE, up to 10 hours per week. Non-exempt
SALARY: $60/hour

CLOSING DATE: Open until filled

POSITION SUMMARY: The Program Manager will organize and manage grant activities as stated below and will report to the Associate Dean for Research and Community Engagement.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Understand deliverables specific to a grant.
- Create work plans and ensure timelines are adhered to.
- Arrange meetings and hold conferences as necessary to keep the grant project on timeline.
- Prepare materials, lead research efforts, and create reports for granting agency.
- Provide support for grant project activities.
- Such other services as the Parties may agree upon from time to time.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience with design and development of community health programs.
- Ability to work independently and within teams.
- Ability to effectively communicate with multiple agencies.
- Ability to organize and prepare for regular meetings with multiple agencies and organizations.
- Understanding of grant budget and financial reporting.

EXPERIENCE:
- Previous experience working on grant projects.
- Previous community program planning experience.

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

Grant Manager will work independently within their own office environment. Continuously required to sit, hear and/or respond to verbal/audio cues, see and/or respond to visual cues perform repetitive motions of hands and wrists, and read computer screen. Occasionally required to stand or walk. Rarely required to, push, pull and/or carry objects up to 50 pounds.

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