Expectation for All Employees
Committed to the organization’s mission, vision, and values by exhibiting the following behaviors: commitment to diversity and equity, excellence and competence, collaboration, innovation, accountability, ownership, and adherence to policies and procedures.

Position Purpose
The Program Advisor position is an entry-level role. The Program Advisor is expected to accurately report and curate timely information on federal and private funding programs, policies, legislation, and regulations through regular monitoring of government and higher education-related websites. The Program Advisor will also assist program managers in providing guidance on assigned agencies to GRC members.

Functions and Responsibilities
• Summarizes/distills information from federal websites into weekly publications, as well as GRC’s proprietary database with a high attention to detail

• Contributes articles on higher education-related current events for weekly newsletters, the GRC website, and other GRC and AASCU publications

• Provides members with information on federal and private program developments and trends

• Responds to member requests for funding searches, funded proposals, and other requests as appropriate

• Assists program managers in building and maintaining professional relationships with federal and private agency officials, and attends applicable agency briefings as needed

• Assists program managers with monitoring and analyzing agency programs

• Assists with and attends technical assistance visits/webinars to GRC campuses, and contributes to the marketing and promotion of GRC services

• Contributes to discussions at GRC staff meetings and helps to plan GRC annual conference and webinar series

• Assists GRC management staff with general administrative tasks

• Completes special projects as assigned
**GRANTS RESOURCE CENTER PROGRAM ADVISOR**

**Required Qualifications**

Bachelor’s degree Required
- At least one year of professional experience at an institution of higher education, non-profit/association, funding agency, or government-related organization
- Organizational, technical writing, and editing skills with a high attention to detail
- Experience working on a diverse team; experience conveying information in a way that is confident, professional and easy for others to understand
- Good communication and inter-personal skills, including ability to develop and maintain collaborative relationships with various stakeholders
- Ability to think critically, with strong interest in innovation, user experience and customer service
- Takes responsibility and ownership for decisions, actions and results; working knowledge of word processing applications and Internet resources; ability to travel at least three times per year

**Preferred Qualifications**

- Experience or curiosity/interest in sponsored programs
- Ability to prioritize tasks and work effectively with minimal supervision
- Ability to work well in a heavily team-centered environment that is often deadline-driven
- Positive customer-service attitude
- Some knowledge of professional social media use

AASCU is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.