



SANDRA DUNAGAN DEAL
**CENTER FOR
EARLY LANGUAGE
AND LITERACY**
AT GEORGIA COLLEGE & STATE UNIVERSITY

NOW HIRING!

GRANTS ADMINISTRATOR



Responsible for the oversight and administration of grant awards and applications made by the Sandra Dunagan Deal Center for Early Language and Literacy. The incumbent will manage awards and deliverables by monitoring compliance, reconciliation, invoices, reporting requirements, and KPIs. This position will provide technical assistance to grantees to support applicants and recipients in submission and preparation mid-term and final grant reports while creating and implementing regulatory protocols for grantees and participating in a collaborative effort to streamline and automate processes and standard operating procedures related to grant administration.

The Sandra Dunagan Deal Center for Early Language and Literacy was founded in 2017 as a statewide center for the promotion of research and evidence based practices for early language and literacy. We serve Georgia families, communities, and educators in childcare centers, pre-schools, and K-3 classrooms by conducting research and evaluation, community outreach, and professional development to improve early language and literacy outcomes.



Required Qualifications

- Bachelor's Degree or equivalent
- At least 2 years of related experience

Preferred Qualifications

- Master's Degree
- (4) years or more of relevant work experience

GREAT BENEFITS INCLUDING:

- Retirement planning
- Paid Holidays
- Annual /Sick Leave
- Health Insurance
- Dental and Vision Insurance
- Life Insurance



We envision a Georgia where **EVERYONE** has the tools to support children on the path to literacy.
Join us today!

To apply, please scan or visit:

<https://www.gcsu.edu/humanresources/employment-opportunities>

