|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Administrative Services Assistant | Job Code/ Req#: | 63829 |
| Department/Group: | TN DOH | Position Type: | Contract |
| Duration : | 01/01/2025 - 06/30/2025 | Date Posted: | 01/07/2025 |
| Expenses Allowed | No | Posting Expires: | 01/20/2025 |
| **Location :** | On Site  **Address**  630 Hart Lane Nashville, Tennessee 37216 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $25/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM Regular Shift Yes  **Description**  **Responsibilities/Tasks**   * Assist the lab staff with grant application coordination including development, submission, and   management   * Follow and update detailed timelines and checklists * Submit required progress reports, performance metrics, and financial reports * Create budgets and compile required documents * Review monthly expenditure reports, calculate projections, and meet with the Lab Grants Coordinator to provide updates * Work with small groups via email, virtual, and in-person meeting * Attend CDC/FDA/HHS webinars and calls to get programmatic information * Grant coordination on non-lab-led grants for our Clinical and Laboratory Operations Divisions: * Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Cooperative Agreement, Tuberculosis Elimination and Laboratory Cooperative Agreement (TB COAG), Emerging Infections Program (EIP), and Food and Drug Administration (FDA) National Antimicrobial Resistance Monitoring System (NARMS)   **Qualifications**   * Strong MS Office skills * Strong Excel skills * Strong written and verbal communication skills * Budgeting experience * Accounting Experience * Grants management experience   **Qualifications**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Skills | Others | Addressing |  | Proficient (4-6 Years) | No | | Skills | Others | Collating |  | Proficient (4-6 Years) | No | | Skills | Others | Correspondence - Email |  | Proficient (4-6 Years) | No | | Skills | Others | Correspondence - General |  | Proficient (4-6 Years) | No | | Skills | Others | Customer Service |  | Proficient (4-6 Years) | No | | Skills | Others | Customer Service Skills |  | Proficient (4-6 Years) | No | | Skills | Others | Emailing |  | Proficient (4-6 Years) | No | | Skills | Others | Faxing |  | Proficient (4-6 Years) | No | | Skills | Others | Filing |  | Proficient (4-6 Years) | No | | Skills | Others | Mailroom |  | Novice (1-3 Years) | No | | Software | Others | Microsoft Excel |  | Novice (1-3 Years) | No | | Software | Others | Microsoft Word |  | Novice (1-3 Years) | No | | Skills | Others | Printing and Copying |  | Proficient (4-6 Years) | No | | Skills | Others | Typing |  | Proficient (4-6 Years) | No | | Skills | Others | Verbal Communication |  | Proficient (4-6 Years) | No | | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By: | Swathi G | Date: | 01/07/2025 |
| Approved By: | Ram S | Date: | 01/07/2025 |
| Last Updated By: | Swathi G | Date/Time: | 01/07/2025 |