

Grants Administrator Supplemental Questionnaire

Thank you for applying for the Grants Administrator position with Salem Area Mass Transit District (Cherriots). As part of the initial screening for this position, candidates are asked to submit a written supplemental responding to the following:

1. Please select the answer that best describes your highest level of completed education.
 - An Associate's degree
 - A Bachelor's degree
 - A Master's degree or higher
 - None of the above apply to me

2. Please select the answer that best describes your experience in grant management and/or administration. Experience includes identifying grants, reviewing solicitations, developing proposals, and filing grant applications; monitoring grants through defined reporting schedules; knowledge of budgeting and contracting policies and processes; familiarity with electronic grant submittal processes, etc.
 - Two (2) years' experience
 - Three (3) years' experience
 - Four (4) or more years' experience
 - I do not have this experience

3. Please briefly describe where you gained the above experience. Be specific as to the employer's name(s), dates(s) of employment, titles/roles, and specific duties performed. If you do not have this experience, please indicate N/A. "See Resume" will be considered an incomplete answer.

4. Please select the following Microsoft applications that you have **INTERMEDIATE** level proficiency in (NOTE: Intermediate level has successfully and regularly applied this competency in the workplace. Recognized by others as demonstrating ample knowledge and skills regarding this competency. Generally, this is achieved through one (1) to three (3) years of experience).
- Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - I do not have this experience
5. Please briefly describe your past or current work experience and how it was focused on building and maintaining internal and external partnerships/collaborations necessary for successful grant administration with your customer, including how you worked or work with diverse issues and a variety of stakeholders to identify and communicate collaborative solutions. If you do not have this experience, please indicate N/A. "See Resume" will be considered an incomplete answer.