**Definition of Class**
This is a professional position in which the incumbent facilitates preparation of major grant proposals for large scale, multidisciplinary, multi-institutional and multi-investigator projects. The incumbent frequently exercises discretion and independent judgment in identifying and responding to funding opportunities based on extensive knowledge of UM research expertise. Position reports to the Vice Chancellor of the Office of Research and Sponsored Programs.

**Examples of Work Performed**
Identifies and responds to funding opportunities based on extensive knowledge of UM research expertise.

Assembles appropriate teams; provides guidance and direction and logistical support. Analyzes the needs; provides technical writing and editing expertise; ensures fit and coherence.

Ensures all required proposal components are addressed and submitted timely. Works with faculty to develop responsive proposals and organizes informative workshops for proposal development.

Analyzes content and makes recommendations for improvement to faculty proposals.

Creates database of facilities and instrumentation; makes this information available for sharing with various campus departments and assists with the development of information sharing policies and guidelines.

Facilitates usage of and seeks to acquire funding for core research facilities and instrumentation campus-wide.

Promotes knowledge of core research units on campus and assists faculty with building them into proposals.

Researches and identifies limited submission proposal award opportunities and UM nominations for competitive, scholarly awards. Announces award opportunities, solicits responses and nominations and works with selected faculty to ensure appropriate submissions.

Establishes goals for targeting federal, foundation and industrial research sponsors to increase funding.

Collaborates with key ORSP groups: Sponsored Programs Administration, Compliance and Technology Management.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Facilitates preparation of major grant proposals for large scale, multidisciplinary, multi-institutional and multi–investigator projects

2. Promotes usage of core research facilities and instrumentation campus-wide.
3. Identifies opportunities and oversees submission of limited submission proposals and UM nominations for competitive, scholarly awards.

4. Serves as member of Office of Research and Sponsored Programs management team.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear; stand; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or bend; and taste or smell.

**Experience/Educational Requirements:**

- **Education:**
  Master’s degree in physics, engineering, mathematics, technology, or a related field from an accredited four-year college or university.
  
  **AND**

- **Experience:**
  Eight (8) years of experience related to the above described duties.

**Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/21/2015

"The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer"