JOB DESCRIPTION

Associate Director of Projects

Definition of Class
This is a supervisory position in which the incumbent manages the daily operations of a grant-funded project. Incumbent ensures projects are completed in a timely manner. Work includes supervising the financial and administrative operations; developing and reviewing documents/reports; serving as liaison with external agencies; interacting with the University community; and frequently makes decisions by exercising discretion and independent judgment. Incumbent serves as the Director in his/her absence.

Examples of Work Performed
Supervises and oversees the daily activities of staff. Performs personnel functions including hiring, training; and conducting performance evaluations.

Serves as liaison to external agencies and other administrative departments to conduct business and resolve problems.

Monitors compliance with University policies and procedures.

Develops office procedures to efficiently manage departmental operations.

Informs and advises the Director of progress and discusses strategies as it relates to the project’s mission.

Attends various meetings with the Director and provides follow-up actions.

Develops and prepares budgets for projects. Prepares financial reports.

Oversees all administrative and financial affairs.

Negotiates contracts with outside agencies ensuring compliance with procedures and regulations.

Analyzes and develops solutions to complex logistical problems.

May be required to teach academic courses related to specific area of discipline.

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. Supervises, trains, and coordinates the activities of subordinate staff.

2. Manages and oversees daily business and personnel functions.

3. Develops and reviews reports/proposals.

4. Administers policies and procedures.

5. Oversees the development of marketing related to the project.

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 25 pounds.
- **Vision:** Requirements of this job include close 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 sit; talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree in a related field from an accredited college or university.

  AND

- **Experience:**
  Three (3) years of experience related to the above described duties.

- **Licensure:** State of Mississippi License in Social Work (Social Work Department Only)

- **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.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.