Definition of Class
This is a supervisory position in which the incumbent provides leadership and direction for projects funded through USDA grants and other outside funders. The incumbent works with the USDA to manage projects and provides support to personnel. This position exercises independent judgment and discretion and reports directly to the Executive Director.

Examples of Work Performed
Oversees all projects funded by USDA and allied organization grants as outlined in the statement of work or contracts.

Maintains budgets and tracks the progress of all individual projects for respective grant years.

Reports status of all projects and evaluates projects and re-directs as necessary.

Supervises and provides direction for the work of assigned personnel.

Oversees the hiring of consultants and issuing of contracts.

Ensures project tasks such as tracking, budgeting, evaluation, and reporting are accurate and timely.

Reviews new materials for accuracy and consistency.

Develops, implements, maintains, and evaluates education and training materials and programs.

Manages individual projects funded by grant monies as outlined in the statement of work and prepares reports for filing.

Prepares all grant reports and any other reports necessary for filing with USDA and/or other funders.

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. Oversees all projects funded through the USDA and allied organization grants.
2. Supervises and provides direction for the work of assigned personnel.
3. Prepares all grant reports for filing with USDA and/or other funders.

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
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 10 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. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

Experience/Educational Requirements:

Education: Master’s Degree from an accredited four-year college or university in nutrition, dietetics, food service management, or a related field.

AND

Experience: Three (3) year 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.04/28/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Net/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer”

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