JOB DESCRIPTION

Senior Research Counsel/Project Administrator

Definition of Class
This is a supervisory position in which the incumbent assists the Director in the design and administration of grant projects within the legal field. Incumbent designs, coordinates and directs legal research efforts. Incumbent obtains grant funds to pursue research; publishes and presents findings on such research; manages the daily operations of the unit, including supervising the work of research and support staff. Reports to the Director.

Examples of Work Performed
Reviews Request for Proposals and assesses unit capability to conduct activity. Designs, directs and conducts legal efforts.
Conducts grant proposal-writing tasks. Ranks projects in accordance with grant proposals and public interest; assigns portions of research to other unit members and researchers.

Drafts memoranda, reports, and articles outlining results of research. Publishes and/or presents research results.

Submits articles to law review and journal editorial boards; responds to requests for information from editors regarding articles.

Manages and oversees departmental budget and expenditures. Develops funding sources.
Serves as liaison between the project and other university departments. Represents the project at meetings.
Plans, coordinates, and conducts presentations and/or training seminars regarding legal issues.
Performs personnel functions including, but not limited to hiring, training, and assisting research and support staff.

Supervises and oversees the work of researchers.
Provides training in research methods; assigns research projects, and follows through on progress.
Establishes and supervises publication schedules.

May teach classes in related areas.

May require domestic and/or international travel to attend various conferences, meetings, and events.

Performs related or similar duties as required or assigned.

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. Prepares and revises grant proposals. Ensures compliance with University, state, and federal grant policies and procedures.
2. Designs and conducts legal research projects; writes law review articles, and presents papers at conferences and symposiums.
3. Supervises research efforts of research assistants and outside organizations.

4. Provides training or supervision in legal research and writing.

5. Supervises production of publications.

**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 20 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 regularly required to sit. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Jurist Doctor Degree from a law school accredited by the American Bar Association.

  AND

- **Experience:** Two (2) years of experience related to the appropriate area of law.

  AND

- **Licensure:** Admission to practice law.

**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 of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA 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.*