Definition of Class
This is a supervisory position in which the incumbent is responsible for the daily operations of the Division of Research, including proposal development and submission, information gathering and dissemination, contract and grant review and design, and policy development. The incumbent participates in office planning and represents the office/Vice Chancellor for Research and Sponsored Programs by signature and on committees. The incumbent is under the supervision of the Director of Research.

Examples of Work Performed
Supervises and monitors staff who perform the day-to-day services of the division; provides training and advice on such topics as proposal development, budget development, research administration, contracting and subcontracting issues, pre-award and post-award sponsored activities; conducts workshops on similar topics for faculty.

Designs and organizes systems, policies, and procedures as needed to provide efficient management of division services; facilitates conduct of research and helps ensure compliance with federal and other regulations; and processes proposals and awards at the institution.

Supervises proposal development process in the form of workshops and meetings to encourage proposal editing, review, development, budget preparation, and submission. Participates in developing “institutional” proposals by organizing responses, writing sections, preparing budgets, and reviewing for submission.

Assists Director and Vice Chancellor for Research and Sponsored Programs in setting agenda for division; improves environment and recognition for research, and serves as representative at meetings as needed.

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 subordinates providing essential mission functions related to: project proposals and submissions, and budget development.

2. Trains faculty on proposal development, budget development, research administration, contracting and subcontracting issues.

3. Supervises proposal development process; reviews proposals.

4. Collaborates with the Director to ensure institutional compliance with federal and state regulations and interpretation of agency requirements.

5. Assists in enhancing an environment for research; participates in Research Board actions; represents Vice Chancellor of Research, Sponsored Programs and Director of Research at meetings as required.

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 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 occasionally required to stand; walk; kneel, stoop, and bend.

**Experience/Educational Requirements:**

- **Education:**
  Master’s degree from an accredited college or university.

  **AND**

- **Experience:**
  Four (4) 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.

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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.*