POSITION DESCRIPTION

Associate Director for Centers and Institutes

Definition of Class
This is a supervisory position in which the incumbent coordinates and supports research and sponsored program activities for centers and institutes (C&I) at The University of Mississippi (UM) to include proposal development, award management, outreach, and implementation. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Identifies and locates possible sources of external funding for centers and institutes. Assists as necessary with the submission of C&I proposals to external agencies. Reviews C&I awards to ensure compliance with regulatory agency policies. Coordinates management of funded awards with centers and institutes PI’s and staff. Leads efforts for regulatory compliance with appropriate ORSP and C&I staff.

Coordinates ORSP & C&I activities related to all C&I sponsored programs.

Plans and hosts C&I activities related workshops, monthly forums, and regional conferences.

Develops budgets for C&I proposals. Maintains C&I award oversight.

Assists with development of centers and institutes annual assessment plan. Assists in the development of long-range plans.

Coordinates the training of C&I personnel including required principal investigator compliance education.

Works directly with UM Office of Technology Management (OTM) to review and recommend contracts, intellectual property and other agreements for centers and institutes.

Promotes research commercialization for centers and institutes with UM OTM.

Represents the University as needed and participates in C&I development programs.

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. Serves as ORSP liaison with UM centers and institutes to coordinate and implement research and sponsored programs.

2. Coordinates development of C&I grant applications, meetings, workshops, and conferences.

3. Supports compliance oversight of funded sponsored programs at centers and institutes.

4. Assists in C&I sponsored program administration and program planning as needed.

5. Leads the award education process for principal investigators through centers and institutes.

6. Researches, plans, and implements new projects in C&I sponsored programs.
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.

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 frequently required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stand; and walk.

Experience/Educational Requirements:

Education:
Bachelor's Degree from an accredited college or university in Business Administration or a related field.

AND

Experience:
Three (3) 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/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.