Definition of Class
This is a professional position in which the incumbent serves in an advisory capacity to both individual contributors and supervisors within the Office of Research and Sponsored Programs (ORSP), as well as to individual research administrators and unit leaders (e.g., Faculty, Chairs, Directors, and Deans) throughout the campus research community. This position frequently exercises discretion and independent judgment in identifying potential opportunities and problems in research development and administration compliance, effectiveness, and efficiency, based on extensive knowledge of federal, state, and university regulations, guidelines, and practices. Position reports to a Director or above within the Office of Research and Sponsored Programs.

Examples of Work Performed
Develops and implements campus training programs in research development and/or administration, such as grant writing, proposal and budget development, fiscal management of sponsored programs, responsible conduct of research, and more.

Identifies need for and/or participates in the revision of policies related to research administration. Ensures policies and procedures are compliant with federal and state regulations.

Flags risks identified with proposals or awards for action by ORSP directors and/or research unit leaders (e.g., a proposal or award that may expose the university to compliance risk, civil or criminal risk, burdensome institutional commitment, or potential damage to the institution’s reputation or credibility.)

Manages the proposal submission process, recommending and/or vetting internal procedures and policies to ensure on-time submissions of compliant proposals. Provides mentoring and coaching to ORSP Program Development Specialists (PDS). Reviews proposals and budgets to ensure UM and sponsor guidelines and procedures are followed, with an emphasis on large, strategic, interdepartmental, interdisciplinary, inter-institutional, strategic, high risk, and/or high reward proposals. Recommends institutional approval to submit proposal.

Advises and provides subject matter expertise in the development and management of ORSP’s research administration computer systems (e.g., proposals database system and online proposal transmittal system). Maintains current research administration reference, news, and instructional material on ORSP website.

Serves as signatory backup for proposals and awards.

Manages post-award management process. Provides mentoring and coaching to ORSP Contracts and Grants Specialists. Receives and negotiates sponsored program contracts and grants.

Processes amendments, modifications, extensions, and terminations of grants, contracts and sub-awards. Arbitrates claims or complaints occurring in performance of contract.

Assists with the preparation and submission of required reports, and drafts contractual arrangements and procurement proposals. Monitors contractual arrangements according to federal and state regulations. Examines contractual arrangements to ensure specifications are met.

Researches, develops, and conducts basic and advanced training for principal investigators, managers, staff, and associated graduate students. Develops training materials and maintains online training module.
Manages large research awards to ensure adherence to guidelines and assigned deadlines. Manages and/or initiates special projects as needed and implements new strategies and procedures as appropriate.

Performs similar 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. Researches, develops, and delivers basic and advanced research administration training programs for the entire campus.

2. Advises Directors and mentors professionals within the Office of Research and Sponsored Programs as well as research leaders throughout campus.

3. Establishes procedures and policies relevant the development of funding proposals and/or administration of sponsored programs and grants.

**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; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s Degree from an accredited four-year college or university.

  **AND**

- **Experience:**
  Five (5) years of experience related to the above described duties.

- **Certification:**
  Must hold the designation of Certified Research Administrator.

- **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.