JOB DESCRIPTION

Research Administrative Coordinator

Definition of Class
This is a professional position that will assist and advise the National Center for Physical Acoustics (NCPA) leadership with funding proposals, receiving and managing awards, coordinating public relations/marketing, managing inventory, managing operational budgets, advising on fiscal decisions, and overseeing daily operations of the department. The incumbent will exercise independent judgment and discretionary authority. This position will report to the Director of NCPA.

Examples of Work Performed
Acts as primary advisor to NCPA Research Associates and leadership on grants management, proposal preparation and submission, and issues and activities to ensure certification compliance.

Serves as interface with the Office of Research and Sponsored Programs on proposals and issuance of awards.

Establishes, implements, and maintains internal policies and procedures for managing NCPA grants and contracts.

Tracks and ensures reporting requirements are adhered to for sponsored projects.

Monitors allowable expenditures and reports to ensure compliance.

Prepares annual budgets for all NCPA operational accounts; oversees monthly reconciliations of all accounts.

Advises NCPA leadership on budget issues, authorizing cost transfers or other accounting actions; provides monthly budget updates to NCPA leadership.

Prepares annual institutional reports to include the Chancellor’s annual report, assessment reports, strategic reports, and others as required by leadership; collects and maintains a database of information required for reporting.

Oversees website maintenance and ensures it is updated with the most current information.

Develops marketing materials; maintains a distribution list and ensures such materials are distributed appropriately.

Prepares and maintains technology specific brochures for each division within NCPA.

Maintains equipment inventory for university property control and federal audits; Maintains all equipment loan forms/receipts; updates leadership concerning all loans.

Ensures NCPA leadership is knowledgeable of any problems with university or federal equipment inventories.

Coordinates office operations and oversees administrative support staff.

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. Serves as primary resource for research administration.
2. Manages departmental operating budgets and accounts.
3. Maintains a database of information and prepares all institutional reports.
4. Manages public relations and marketing.
5. Formulates and enforces internal policies and procedures.

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 25 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 and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited college or university.

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 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.