JOB DESCRIPTION

Program Manager for Planning and Assessment

**Definition of Class**
This is a professional position in which the incumbent is responsible for planning and evaluating various programs for strategic planning initiatives within the department. The incumbent coordinates with and serves as liaison between departments to gather data for planning sessions and assessments.

**Examples of Work Performed**
Coordinates and participates in assigned programs to include planning, development, implementation, and evaluation.

Coordinates efforts and serves as liaison between departments.

Collects data and prepares reports for use in strategic planning.

Serves as a liaison to internal and external constituents.

Researches grant opportunities; conducts studies to determine program needs; and identifies sources of local, state, and federal funds. Seeks grants through various sources, to include but not limited to publications, websites, and list serves.

Assists in developing and implementing grant writing procedures.

Collects, organizes, maintains, and tracks data. Prepares reports for analysis to ensure monies are distributed in accordance with University, state, and federal law.

Provides leadership by leading training sessions, participating in the annual report, and being a member of University committees.

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. Coordinates and participates in the planning, development, implementation and evaluation of programs.
2. Collects and analyzes data and prepares reports.
3. Provides leadership through training and being a member of University committees.
4. Researches grant opportunities.

**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 occasionally required to stand; walk; sit; talk or hear; use hands to finger, handle or feel objects, tools or controls: stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

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