Project Coordinator National Aeronautics and Space Administration (NASA)

**Definition of Class**
This is a supervisory position in which the incumbent provides the day-to-day management and integration of state-wide programs sponsored by the National Aeronautics and Space Administration (NASA). The incumbent is under the direction of the Mississippi Space Grant Director.

**Examples of Work Performed**
- Coordinates the statewide activities and meetings of NASA Space Grant sponsored programs.
- Facilitates communication and networking among program participants; and researches and reviews materials to enable identification of appropriate contacts.
- Supervises programmatic and fiscal responsibilities of NASA Space Grant and NASA EPSCOR.
- Coordinates the training and assignment of personnel, equipment, and supplies needed to accomplish project goals.
- Researches and recommends subcontractors as necessary; and designs, reviews, and makes recommendations regarding pertinent contracts and subcontracts as needed.
- Identifies and reviews materials, including federal legislation, regarding NASA Space Grant programs, and makes recommendations for initiatives, proposals, or program development based on these analyses.
- Provides technical grant writing and budget preparation support as needed for proposal and program development and reporting requirements.
- Designs data retrieval procedures for new or revised program data collection; supervises the data collection and data entry processes; and performs analyses on collected data, reports findings and makes recommendations. Uses data and/or other resources to develop analyses and reports reflecting activities, budgets, progress, evaluation and other issues.
- Supervises the work of clerical staff; assigns work to ensure proper distribution.
- 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. Coordinates and participates in program activities to include serving as liaison among national and state organizations and institutions for support and implementation of programs.

2. Develops and implements initiatives, proposals and projects for new programs or new components for existing programs.

3. Prepares analyses and reports of programs.

4. Ensures overall compliance with NASA regulatory guidelines.
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 and talk and hear. The incumbent is periodically required to use hands to finer, handle, or feel. The incumbent is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch or bend; and climb or maintain balance.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year 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 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.