Coordinator of Planning and Evaluation

**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for providing performance assessment and planning. The incumbent frequently exercises discretion and independent judgment when conducting performance assessments; advising division directors on individual goals and the Vice Chancellor or Dean on national trends in research development; and in gathering, analyzing, and reporting data to external agencies.

**Examples of Work Performed**
Provides administrative support to the planning, implementation, and assessment of each division’s short-term and long range planning goals based on assessment results; assists directors in measuring and reporting outcomes.

Keeps the Vice Chancellor or Dean updated and apprised of matters concerning division activities and national trends in research development and assessment.

Researches, selects, and implements mechanisms for analyzing and reporting performance measurement and evaluates the effectiveness of measurement tools.

Gathers and analyzes performance data.

Ensures that data, used to determine national ranking, is accurately reported to appropriate agencies/companies/reporting centers.

Prepares and submits various assessment reports to the Vice Chancellor or Dean.

Participates in special projects and ensures proposals have proper methods for assessing research effectiveness; assists directors in assessing outcomes.

Recommends policy implementation for evaluating performance.

Investigates benchmarking of best practices among research institutions.

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. Provides administrative support to the planning, implementation, and assessment of the division’s short-term and long range planning goals.

2. Recommends policy implementation for evaluating performance.

3. Gathers and analyzes performance data and submits to appropriate reporting centers.

**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. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

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

AND

**Experience:**
Two (2) 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.*