JOB DESCRIPTION

Project Coordinator

Definition of Class
Incumbents coordinate the daily operations of a grant-funded project. Incumbents oversee, direct, and/or coordinate administrative, financial, personnel, and general business operations for the organization while exercising independent judgment and a high degree of discretionary authority. Incumbents also provide technical assistance and research support to identify the needs and available resources related to the project. The incumbent may supervise subordinate staff and works under limited supervision.

Examples of Work Performed
Coordinates statewide or national project activities.

Prioritizes and coordinates departmental resources for goal achievement. Provides initial budgetary and expenditure assessments of subcontracts.

Assesses potential sources of funding based on legislative, business, and industry trends.

Ensures compliance with policies and procedures; participates in office planning; and supervises efficient operation of office in meeting external party needs.

Serves as point of contact with various funding agencies. Identifies, analyzes, and disseminates relevant materials.

May be required to travel to various off-campus locations including business and industry sites.

Provides technical writing and budget preparation support as needed for proposal and project development and reporting requirements.

Facilitates communication and networking among project participants and external entities.

Develops, programs, modifies, and maintains the project’s information systems utilizing technology.

Designs and oversees data retrieval procedures for data collection; performs analyses on data collected; reports findings and makes recommendations.

Attends related meetings and conferences.

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. Manages and coordinates the daily activities of a grant funded project.
2. Researches and identifies needs and available resources for grant funded projects.
3. Assists with designing, developing, implementing, and evaluating efforts for reports and/or proposals.
4. Prepares reports and other documentation.

5. Serves as spokesperson for an assigned project.

**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:** Two (2) years of experience related to the above described duties.

- **Licensure:** Incumbent must have a valid driver’s license. (Requirement for Academic Support Center, Small Business Development Center (SBDC) and Graduate School)

**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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