Project Coordinator- Alliance for Graduate Education in Mississippi (AGEM)

**Definition of Class**
This is a professional position in which the incumbent directs the administrative processes associated with the Alliance for Graduate Education in Mississippi (AGEM) program, for which Ole Miss is the lead institution. This program is designed to heighten the entry into and successful completion of minority students in doctoral programs in science, mathematics, and engineering technology. The incumbent will work with coordinators residing at other institutions to meet the goals of the program.

**Examples of Work Performed**
- Records and total requisition amounts. Reconciles purchase requisitions, cash advances, and reimbursements related to program expenditures. Monitors program account balances.
- Compiles and summarizes various financial statements and reports.
- Verifies potential participant's eligibility. Monitors academic progress of participants. Assess and initiate an intervention program to ensure success.
- Visits other institutions within the consortium. Assists coordinators in developing and maintaining unique programs on each campus. Oversees program development.
- Develops and monitors a recruitment strategy for the program. Coordinates efforts between consortium members, partner institutions, and additional institutions. Develops and maintains recruitment literature.
- Attends and participates conferences related to the purpose of the grant.
- Serves as principle spokesman for the consortium in the absence of the Principal Investigator (PI). Represents PI at meetings as needed.
- Assists in the preparation of all required reports, performance evaluations, and mandatory correspondence required by the Granting Agency. Coordinates efforts among the consortium in reporting to the Granting Agency.
- 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. Prepares and maintains fiscal documents.
2. Maintains participants’ records.
3. Coordinates program components among consortium members and partner institutions.
4. Maintains effective recruiting strategies and program visibility.
5. Serves as the principle Program Grants Administrator.
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.

**Physcial 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 periodically required to sit; stand; and talk and hear. The incumbent is occasionally required to walk; reach with hands and arms; and use hands to finger handle or feel.

Experience/Educational Requirements:

**Education:**
Master Degree from an accredited college or university.

**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.

Rev: 05/13/2015

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