Definition of Class
This is a professional position responsible for managing department activities, programs, and projects. The incumbent assists in the development and administration of departmental objectives and strategic goals, oversees funded budget operations, coordinates grant initiatives, serves as professional liaison to external agencies and administrative departments, and is responsible for building collaborative relationships supporting project activities. Incumbent frequently makes decisions by exercising discretion and independent judgment. Position reports to the Associate Director/Manager Business Services.

Examples of Work Performed
Plans, develops, and executes programs, projects, and other tasks in support of the department’s operational goals and needs.

Ensures compliance with policies and procedures; participates in office planning, supervises efficient operation of the office in meeting external party needs, develops office procedures to efficiently manage departmental operations and assists in the development of departmental objectives and goals.

Participates in the planning and development of contracts and grants. Recommends and negotiates contracts. Assists in ensuring deliverables are met in a timely manner.

Serves as professional resource to faculty, staff, and external agencies. Facilitates communication and networking among project participants and external entities. Builds and maintains collaborative relationships with external constituents.

Coordinates grant initiatives. Assesses potential sources of funding based on legislative, business, and industry trends. Oversees grant development, submission, and performance of requirements as mandated by the grant. Ensures compliance with external funding agencies. Oversees funded budget operations. Monitors expenses related to programs and secures necessary equipment and supplies. Ensures compliance with external funding agencies.

Creates and distributes monthly Client Newsletter and Stakeholder Newsletter. Obtains information, collects data, assembles newsletters.

Develops and maintains the skills and abilities of state office staff, center directors, business counselors and administrative staff to ensure needs of clients are met. Conducts reviews to ensure quality of services provided. Reviews for anomalies and makes recommendations for possible corrections.

Hosts monthly Director/Counselor Adobe Connect meeting; schedule guest speaker, send out email reminders.

Participates in Statewide Meeting planning. Conducts annual Statewide Center Reviews of programmatic performance. Prepares center review reports for each center and composes Quarterly Director’s Meetings. Prepares and presents actual vs. goals results.

Prepares State Fiscal Year Summaries for each center and various brochures for congressional use and marketing.

Conducts Qualtrics surveys for clients and stakeholders; prepares, sends, evaluates, and reports results.

Supervises, trains, and coordinates the activities of subordinate staff.

May be required to travel to various off-campus locations including business and industry sites. 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. Plans, develops, implements and evaluates program and project activities.
2. Assists in the creation and implementation of department policies, procedures, goals and objectives.
3. Serves as liaison with outside agencies and the University’s administrative departments.
4. Supervises, trains, and coordinates the activities of subordinate staff.
5. Develops and reviews reports, proposals, contracts and grants.

**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 in business administration or a related field from an accredited four year college or university.

  AND

- **Experience:** Four (4) 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/ADEA 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.*