JOB DESCRIPTION

Project Manager

Definition of Class
This is a professional position in which the incumbent is responsible for managing department activities, programs, and projects. The incumbent assists in the development and administration of departmental objectives and strategic goals. Incumbent 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.

Examples of Work Performed
Plans, develops, and executes programs, projects, and other tasks in support of the department’s operational goals and needs.
Assists in the development and implementation of departmental objectives and goals.
Develops office procedures to efficiently manage departmental operations. Ensures compliance with policies and procedures; participates in office planning; and supervises efficient operation of the office in meeting external party needs.
Participates in the planning and development of contracts and grants. Recommends and negotiates contracts.
Serves as professional resource to faculty, staff, and external agencies.
Serves as liaison to external agencies and other administrative departments to conduct business and resolve problems.
Facilitates communication and networking among project participants and external entities.
Oversees funded budget operations. Monitors expenses related to programs and secures necessary equipment and supplies.
Coordinates grant initiatives. Researches possible funding sources. Serves as liaison to funding agencies. Oversees grant development, submission, and performance of requirements as mandated by the grant. Ensures compliance with external funding agencies.
Assesses potential sources of funding based on legislative, business, and industry trends. Builds and maintains collaborative relationships with external constituents.
Supervises, trains, and coordinates the activities of subordinate staff.
Collects and analyzes data for use in making recommendations, assessing progress, reporting to internal or external parties, and/or developing proposals.
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, and implements project activities.
2. Assists in the creation and implementation of department policies, procedures, goals and objectives.
3. Builds and maintains collaborative relationships to support project activities.
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: 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.

Rev. 09/17/2015

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