JOB DESCRIPTION

Project Manager – WWIR

Definition of Class
This is a professional position in which the incumbent is responsible for managing activities, programs, and projects in support of William Winter Institute for Racial Reconciliation initiatives. The incumbent plans and develops grant projects, serves as liaison to external agencies, oversees budgets, builds and maintains collaborative partnerships with community groups and organizations to support WWIR activities. Incumbent frequently makes decisions by exercising discretion and independent judgment. Position reports to the Associate Director of Projects.

Examples of Work Performed
Plans, develops, and implements grant-funded activities in support of the WWIR such as the Summer Youth Institute and the Welcome Table New Orleans initiative.

- Identifies and recruits middle and high school partners from across Mississippi; trains youth participants and community partners.
- Participates in the planning and development of contracts and grants. Recommends and negotiates contracts.
- Serves as liaison to internal departments and external agencies to conduct business and resolve problems.
- Facilitates communication and networking among project participants and external entities.
- Oversees funded budget operations, records and summarizes requisition amounts in order to track expenses related to programs and projects.
- Prepares various operational reports and financial statements pertaining to activities and expenses.
- Assists with development and creation of materials to support recruitment initiatives.
- Researches and identifies available resources for programs with a focus on youth engagement.
- Builds and maintains collaborative relationships with external constituents.
- Plans, develops and implements follow-up activities and programs for youth alumni of WWIR programs.
- Serves as a WWIR liaison to faculty, students and external agencies.
- Ensures compliance with University and funding agency policies and procedures.
- 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 grant-funded activities in support of the WWIR.
2. Prepares various operational reports and financial statements pertaining to activities and expenses.

3. Researches and identifies available resources to support WWIR programs.

4. Builds and maintains collaborative relationships to further WWIR project initiatives.

5. Serves as liaison to internal departments and external agencies.

**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.

- **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. 04/01/2015

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