Definition of Class
The incumbent in this position exercises discretion and independent judgment in performing duties associated with the coordination and dissemination of information regarding funding opportunities, trends and initiatives. Incumbent also manages a faculty expertise search engine, assists in proposal development activities including faculty workshops and developing educational media pertaining to sponsored programs.

Examples of Work Performed
Coordinates and manages administration of UM ORSP internal support programs and other resources for faculty, such as Faculty Research Program, Faculty Travel Support, interdisciplinary research groups, Etc.

Manages ORSP website: Creates and updates web-based content, organization, policies, forms, and resources for research-related activities and procedures.

Prepares, edits, and publishes the ORSP newsletter, Research Highlights, via the ORSP website on a monthly basis.

Develops, coordinates, and assists with workshops, including ORSP sessions and other online seminars and conferences. Evaluates and implements changes as needed.

Serves as UM liaison with online expertise and funding database service (Community of Science).

Identifies and oversees coordination and dissemination of information about funding opportunities, trends, and initiatives.

Meets with faculty to determine their needs and interests; uses online databases to conduct searches based on faculty requests.

Communicates with funding agencies to stay informed of possible funding sources.

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. Researches, identifies, and coordinates information regarding external sources of funding for university projects.
2. Assists in proposal development activities.
3. Organizes and conducts workshops for faculty regarding funding opportunities.
4. Manages the faculty database.

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 10 pounds.
- **Vision:** Requirements of this job include close vision and color 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 to use hands to finger, handle or feel objects, tools, or controls. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year 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. 04/01/2015

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