Program Development Specialist

Definition of Class
This is a professional position in which the incumbent exercises discretion and independent judgment in providing technical assistance for proposal development including assisting faculty and staff in preparing competitive proposals and budgets that accurately present the cost of the project and prepares and organizes proposals for institutional projects.

Examples of Work Performed
Reviews proposals being submitted to outside agencies, ensuring compliance with university policies.

Organizes and conducts information workshops and other events focusing on research activities.

Assists in developing and maintaining computerized database of faculty research interests.

Uses computer databases to conduct searches based on Faculty Database and faculty requests.

Organizes and assists in proposal writing for grant applications.

Assists in developing policy and procedures manuals and materials.

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

Assists faculty and staff with pre-proposal development activities.

Keeps informed regarding possible funding sources by using electronic and hard copy funding sources.

Supervises support staff and undergraduate and graduate student assistants as assigned.

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. Provides technical assistance in preparing proposals and assists in proposal development activities.

2. Organizes and conducts information workshops and other events focusing on research activities.

3. Assists in developing and maintaining computerized database of faculty research interests.

4. Organizes and assists in proposal writing for grant applications.

5. Assists in developing policy statements, procedures manuals, and other informational publications for the Office of Research.

6. Investigates and identifies external sources of funding for university projects.
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.

  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; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

  Education:
  Bachelor's Degree from an accredited college or university in Public Administration or a related field.

  AND

  Experience:
  One (1) year 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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