JOB DESCRIPTION

Industry/Corporate Relations Specialist

Definition of Class
This is a professional position in which the incumbent is responsible for creating and maintaining business partnerships with corporate and government entities for the purpose of determining the growth and development needs of the state of Mississippi with regards to research. The incumbent may supervise subordinate staff and works under limited supervision and makes decisions by exercising discretion and independent judgment. This position reports directly to the Assistant Vice Chancellor of Research and Sponsored Programs.

Examples of Work Performed
Coordinates statewide project activities.

Conducts special projects related to economic development as required

Assists in developing annual strategic plan for marketing University research; meet with business representatives throughout Mississippi to determine growth and development needs

Assesses potential sources of funding based on legislative, business, and industry trends.

Serves as point of contact with various funding agencies, businesses and industries. Identifies, analyzes, and disseminates relevant materials.

Travels to various off-campus locations including business and industry sites.

Provides technical writing and budget preparation support as needed for proposal and project development and reporting requirements.

Facilitates communication and networking among project participants and external entities.

Develops, programs, modifies, and maintains project information system.

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. Prioritizes multiple tasks, and coordinates and organizes task groups to address specific project needs and goals.

2. Assists in the writing of business proposals and managing the projects.
3. Surveys and represents University research strengths to private sector and public agencies

4. Prepares marketing materials for potential industry partners.

**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 a college or university in Business Administration or related discipline

  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