Definition of Class
This is a position in which the incumbent develops and modifies computer programs relating to project administration, data collection, analysis, reporting and presentation. The incumbent ensures compliance with contractual obligations and timely execution of testing, reporting, and record keeping and frequently exercises discretion and independent judgment.

Examples of Work Performed
Develops, programs, modifies, and maintains information within computer database.

Installs various software and/or hardware when applicable.

Produces graphics, charts, posters, and slides for the Research Team using graphic software applications as needed.

Retrieves and enters all investigator submissions.

 Creates blank report forms to run various sample tests.

Enters test results within database.

Screens each report.

Creates activity reports.

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. Prepares and manages grants.
2. Coordinates research efforts.
3. Develops and maintains budget.

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 periodically required to sit; talk and hear; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Associate’s Degree from an accredited two-year college or university in Computer Science or related field.

AND

**Experience:**
Four (4) 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.

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