Assistant to the Vice Chancellor - Research Development and Governmental Relations

**Definition of Class**
This is a professional position in which the incumbent supports the image and interests of the University of Mississippi’s research community by serving as liaison with federal delegation to establish and maintain research funding, promoting University research programs through various marketing and communications efforts, and developing federal relations and communications goals and objectives. This position reports directly to the Vice Chancellor for Research and Sponsored Programs.

**Examples of Work Performed**
Serves as liaison between University and federal delegation to establish and maintain funding for research programs. Travels to meet with sponsors, federal legislators, and other funding representatives.

Coordinates the development of annual Federal Legislative Request book by collaborating with University deans, directors, and faculty to define research priorities and create written research goals and objective summaries.

Serves as primary contact to various federal office staff to communicate research goals and objectives, assist in writing authorizations and appropriations, and assist with a variety of informational requests.

Coordinates Office of Research and Sponsored Programs marketing efforts. Prepares various print and electronic publications including, briefing documents, press releases, advertisements, presentations, etc.

Oversees the publication of research magazine.

Manages department communications. Receives all requests to the Vice Chancellor; responds to requests or disseminates to appropriate division director. Compiles information and creates communications to assist Vice Chancellor in responding to requests.

Creates departmental goals and objectives as it relates to federal relations and communications.

Coordinates special events to support the image, mission, and continued funding of the division.

Manages department staff and daily operations of the Vice Chancellor’s office including, managing all personnel issues, work assignments, goal implementation, and department budget.

Tracks office responsibilities, commitments, and deadlines and ensures appropriate actions are taken within the required timeframe.

Performs related or similar duties as required or assigned.

**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. Serves as liaison to federal delegation to establish and maintain funding for research programs.
2. Coordinates Office of Research and Sponsored Programs marketing efforts.

3. Manages department communications.

4. Coordinates various events to support the image, mission, and continued funding of the division.

5. Assists with strategic planning for Office of Research and Sponsored Programs. Manages department staff and daily operations.

**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:** There are no physical demands in this position.

- **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 talk and hear. The incumbent is occasionally required to stand; walk; sit; and use hands to finger, handle, or feel.

**Experience/Educational Requirements:**

- **Education:** Master’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.

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