Grants Management Specialist

Definition of Class
This is a professional position in which the incumbent ensures compliance with award policies and procedures. The incumbent coordinates a variety of sponsored programs and activities by exercising discretion and independent judgment.

Examples of Work Performed
Reviews and edits grant proposals.

Assists in coordinating awards for sponsored programs.

Manages awards on departmental program activities.

Serves as Network Administrator.

Coordinates compliance issues.

Assists in reviewing contracts and subcontracts, including budgets, assurances, and certification clauses.

Compiles various reports.

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. Assists in coordinating award activities for sponsored programs and manages award on departmental program activities.

2. Coordinates compliance issues.

3. Assists in reviewing contracts and subcontracts, including budgets, assurances and certification clauses.

4. Assists with grants program.

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 Human Resource Department 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 includes 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 regularly required to sit; talk or hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

Education: Bachelor’s Degree from an accredited four-year college or university.

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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