Project Administrator – Writing Project

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for non-credit programming for the Writing Project. The incumbent plans and implements assigned or new non-credit programs.

Examples of Work Performed
Plans, coordinates, and facilitates seminars, workshops, institutes, and short courses.

Acts as liaison to municipal, civic, professional, educational organizations, or other interest groups, seeking educational programs.

Provides publicity materials, printed brochures, programs, and media coverage for activities.

Supplies all supportive materials and equipment for assigned activities.

Reserves meeting space, arranges housing, and food services for conferences, workshops, and meetings.

Monitors conferences and workshops in progress and develops alternate plans for implementation in emergency situations.

 Prepares reports and analyzes setting forth progress, adverse trends, and appropriate recommendations or conclusions.

Assists with grant writing and reporting.

Coordinates the preparation, mailing and receipt of applications, reservation cards, and other printed materials.

Serve as member of the Site Leadership Team.

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. Plans, coordinates, and facilitates seminars, workshops, institutes, and/or short courses.
2. Prepares reports and analyzes trends.
3. Provides logistical and administrative support to groups seeking educational programs.
4. Serves as member of the Site Leadership Team.

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

**Experience/Educational Requirements:**

- **Education:** Bachelor’s degree in English, Education, or related field from a college or university.

- **Substitution Statement:** Related education and related experience may be substituted on a basis set forth 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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