



THE UNIVERSITY of
MISSISSIPPI

JOB DESCRIPTION

Project Manager

Definition of Class

This position manages department activities, programs, and projects. The incumbent participates in the development and administration of objectives and strategic goals, serves as professional liaison to internal and external constituents, and builds collaborative relationships supporting project activities.

Examples of Work Performed

Plans, develops, and executes programs, projects, and other tasks in support of operational goals and needs.

Participates in the development of objectives and goals and develops procedures to efficiently manage operations.

Ensures compliance with policies and procedures.

Participates in the planning and development of contracts and grants.

Recommends and negotiates contracts.

Serves as liaison to internal and external constituents to conduct business and resolve problems.

Facilitates communication and networking among project participants and external entities while building and maintaining collaborative relationships with external constituents.

Monitors expenses related to programs and secures necessary equipment and supplies.

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

Supervises, trains, and coordinates the activities of subordinate staff.

Collects and analyzes data for use in making recommendations, assessing progress, reporting to internal or external constituents, and/or developing proposals.

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. Plans, develops, and implements project activities.
2. Participates in the creation and implementation of policies, procedures, goals and objectives.
3. Builds and maintains collaborative relationships to support project activities.

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 an accredited 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.

Rev. 06/19/2017

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.