JOB DESCRIPTION

Associate University Architect

**Definition of Class**
This is a professional non-supervisory position in which incumbent is responsible for formulating programs, policies, and procedures to ensure that the physical needs of the administrative and academic functions of the University are met and reporting these needs to the director of Facilities Planning. The incumbent acts as an advisor in the planning of the University's physical environments and assures compliance on the part of architects and contractors with University standards.

**Examples of Work Performed**
Serves as architectural advisor in the planning of the University's physical environment and the formulation of requirements for structures to be built or renovations to be made.

Coordinates departmental goals and needs with the University administration objectives, as well as the Institute of Higher Learning and State Bureau of Building policies.

Advises and coordinates planning efforts for campus land use and projected development and growth.

Advises departmental and administrative personnel in planning, construction procedures, aesthetics, selection and procurement of consultant services and/or availability of campus support for delivery of such services in order to accomplish projects.

Prepares programs, applications and cost estimates for new construction and/or renovations.

Reviews and reconciles expenditures for University building programs.

Maintains the building space and function inventory, the completion of reports containing such information and the dissemination of related reports to appropriate University officials.

Coordinates and updates the maintenance of University drawings and specifications.

Maintains an active liaison with design professionals and members of construction industry in order to advise University officials of trends and/or ongoing efforts that could affect the design and/or construction process.

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. Acts as an advisor in the planning of the University's physical environment and the formulation of requirements for new structures and renovations.

2. Prepares applications and cost estimates for new construction and renovations.

3. Updates and maintains University drawings and specifications.

4. Serves as liaison between design professionals and the construction industry and University officials.
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 Personnel 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 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 occasionally required to stand, walk or sit; and to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms; and to stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

Education:
Architectural degree from an accredited five-year college or university.

AND

Experience:
Two (2) years 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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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.