Assistant University Architect

**Definition of Class**
This professional position is responsible for design and construction project coordination. The incumbent ensures quality of work is consistent with University and professional standards and provides oversight of planning and programming for University projects from inception through completion. This position reports to the Director of Facilities Planning, and works closely with the Associate University Architect.

**Examples of Work Performed**
Collaborates with departmental and administrative personnel in planning, designing, and coordinating construction procedures, selection and procurement of consultant services and/or availability of campus support for delivery of such services in order to accomplish projects.

Designs and manages construction projects, in which outside design professionals are not sought, as required to facilitate the goals of the University, the Department of Facilities Planning, and to generally assist the Director in accomplishing similar goals.

Advises in the design and planning of the University's physical environment and formulation of requirements for structures to be built or renovations to be made.

Provides supervision to personnel assigned to design construction projects.

Reviews and assists with reviews of designs from outside design professionals, and inspects construction work in the field to ensure that established quality control standards are met.

Coordinates monthly progress meetings with the design team, users, and general contractors to monitor construction and project scheduling.

Tracks workflow and coordinates with the project team regarding scheduled deadlines.

Reviews and evaluates the merit of change orders for all assigned projects and discusses with the Director of Facilities Planning.

Evaluates applications for payment to determine whether they accurately reflect work performed.

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

Stays abreast of building construction techniques.

Performs related or similar duties as required or assigned.
**Essential Functions**
The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Advises, plans, designs, and manages projects, as required, to facilitate the University's goals.

2. Participates in the design and planning of the University's physical environment and the formulation of requirements for new structures and renovations.

3. Prepares cost estimates for new construction and renovation projects while reviewing and reconciling expenditures.

4. Provides institutional personnel assigned to construction projects and serves as a liaison between design professionals, 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, crawl.

**Experience/Educational Requirements:**

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

- **Experience:**  
  Three (3) years experience related to the above described duties.

- **Certification or Licensure:**  
  National Certification (NCARB Certified), and must obtain Mississippi licensure within three months of hire.

**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.