JOB DESCRIPTION

Assistant Dean-Undergraduate Research

Definition of Class
This is a professional position in which the incumbent develops, coordinates, and promotes undergraduate students’ involvement in research projects on- and off-campus. The incumbent locates and assists in creating on-campus research opportunities for undergraduate students, creates and implements mechanisms for matching students and research opportunities and for publicizing undergraduate research achievements, and leads the efforts to create a University-level Office of Undergraduate Research and a University of Mississippi Research Experience Program.

Examples of Work Performed
Creates and maintains on-line searchable database of research opportunities and active researchers on campus.

Assists departments and other campus units in publicizing opportunities for undergraduate research and participation in funded research programs.

Builds and maintains relationships with departments that require undergraduate research and/or capstone experiences.

Assists with development and maintenance of the website and other published materials.

Assists honor student in locating and applying for on- and off-campus research experiences.

Provides workshops to support students’ development as researchers.

Publicizes student research efforts and achievements through University Communications.

Organizes an annual forum for presentation of undergraduate research efforts.

Investigates and evaluates models for university-wide undergraduate research programs.

Compiles annual reports on undergraduate student research involvement and achievements.

Assists the Office of National Scholarship Advisement in identifying students whose research records would support application for major national scholarships.

Assists with recruiting and admissions for the Sally McDonnell Barksdale Honors College.

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. Creates and maintains on-line searchable database for research opportunities on and off-campus.
2. Develop, implement, and manage honors undergraduate research program.
3. Plans and coordinates university-wide infrastructure and financial support.
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 20 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; sit; talk or hear; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or crawl; and reach with hands and arms.**

Experience/Educational Requirements:

- **Education:**
  Master’s Degree from a four-year accredited college or university.
  
  AND

- **Experience:**
  5 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. 04/30/2015

*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*