Assistant Director, National Remote Sensing and Space Law Center

Definition of Class
This is a professional position in which the incumbent is responsible for frequently exercising discretion and independent judgment. Incumbent assists in directing the business and financial affairs of the department and its publications. Incumbent initiates, develops, and implements associated collaborative projects with domestic and international organizations and is responsible for ensuring compliance with federal, state, and University regulations. The incumbent reports directly to the Director.

Examples of Work Performed
Assists in directing the business and financial affairs of the department. Responsible for all administrative decisions in the absence of the Director. Reviews Request for Proposals and assesses unit capability to conduct activity.

Assists in the creation and implementation of operating policies and procedures. Ensures department compliance with federal, state and University statutes, policies, and procedures.

Manages and oversees departmental budget, expenditures, and revenues. Performs regular reconciliations.

Oversees business operations of the Journal of Space Law and other publications of the department including customer service, marketing research, advertising, and revenue account reconciliation.

Initiates and maintains contacts with representatives from domestic and international organizations.

Serves as liaison between department and other university departments, as well as, external agencies at the state, national, and international level.

Develop and coordinate collaborative projects with domestic and international organizations including conferences and joint publications.

Ensures the maintenance of property control in accordance with state and University policy.

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

Researches and monitors national and international aerospace funding sources, partnerships, and collaborations. Develops and discusses program strategies, reviews guidelines, and prepares drafts for the preparation of collaborative proposals for external funding.

Coordinates local, national, international, and distance events including preparing and planning budget, developing the agenda, obtaining speakers, and organizing workshops, seminars, and/or conferences.

Develops, edits, and updates web content of department's website. Researches, identifies, and tracks technology changes to keep website current. Gathers and organizes website tracking statistics.

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. Assists in directing the business and financial affairs of the department.
2. Manages business operations of department publications.
3. Ensures compliance with University, state, and federal regulations.
4. Researches, initiates, develops, and implements associated collaborative projects with domestic and international organizations.

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

**Experience/Educational Requirements:**

**Education:**
Bachelor’s degree in marketing, business, science, aerospace, or a related field 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.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/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.