Definition of Class
This is a supervisory position in which the incumbent coordinates all activities of the University of Mississippi Geoinformatics Center (UMGC), including technical evaluation of proposals and publications and budget management. The incumbent acts as liaison with other disciplines; assists with writing of proposals; and understands the theory behind GIS and Remote Sensing. The incumbent reports directly to the Office of Research, Associate Director for Sponsored Programs, working together with the Director of the UMGC.

Examples of Work Performed
Oversees the day-to-day operations of the Geoinformatics Center.

Acts as liaison with faculty in the areas of Geology and Geological Engineering, Biology, Computer and Information Science, Sociology and Anthropology, and other disciplines as needed regarding projects.

Evaluates research proposals; identifies and keeps a database of proposals.

Schedules resources needed for projects.

Assists with database design using industry standard software.

Maintains current project schedule and tracks progress of projects.

Schedules training and visiting scholars.

Coordinates responses to funding opportunities.

Reviews all manuscripts to ensure correct geoinformatic science.

Meets with professionals in other disciplines interested in geoinformatics.

Serves as the focal point for research in geoinformatics and conducts seminars.

Tracks all expenditures across all departments associated with UMGC.

Prepares UMGC budgets and proposals.

Troubleshoots problems in the areas of funding, technical support, and budgeting.

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. Acts as liaison to faculty and staff from all disciplines with planning in geoinformatics projects.
2. Coordinates daily operations of Geoinformatics Center.
3. Performs manuscript reviews to ensure accurate geoinformatic science.
4. Oversees all budgetary issues for the Geoinformatics Center, with the Associate Director for Sponsored Programs.

**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:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships as to see objects where and as they actually are.

**Color Vision:** Ability to identify colors.

**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; and talk and hear.

**Experience/Educational Requirements:**

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

**Experience:**
Two (2) 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 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.*