Assistant Director, Research Institute of Pharmaceutical Sciences

Definition of Class
This is a supervisory position that will provide oversight and direction of the operations involving the School of Pharmacy’s infrastructure and research operations. The incumbent will provide cost-effective management of the operations and will facilitate advances to progress research programs. The incumbent exercises discretion and independent judgment. This position will report to the Dean of Pharmacy/Executive Director, Research Institute of Pharmaceutical Sciences.

Examples of Work Performed
Directs facilities and information technology teams for infrastructure and research operations.

Interfaces with the School of Pharmacy and Research Institute of Pharmaceutical Sciences (RIPS) centers in support of research missions and goals.

Resolves facilities issues by troubleshooting or directing the facilities teams.

Prepares a budget and oversees major facilities and equipment, as well as, information technology expenditures.

Oversees internal laboratory safety and hazardous/controlled materials program.

Evaluates current and future technology needs and requirements of faculty, administrators, and researchers.

Develops and implements new technology systems and processes.

Ensures completion of new construction and equipment installation; coordinates the impact of construction on current facilities and operations.

Approves construction submittals, reviews payment requests, and prepares reports.

Develops and implements cost-effective acquisitions of equipment and furnishings; assists in staffing.

Develops, implements and oversees the quality assurance and regulatory compliance for NIDA Marijuana Project and FDA regulated research projects.

Supports research operations through planning of technical aspects of research strategies.

Performs audits of quality systems, investigates deficiencies, and implements corrective actions.

Qualifies facilities and equipment for specialized use, including design and commissioning.

Supervises professional and support staff.

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. Directs facilities and information technology teams for infrastructure and research operations.
2. Prepares a budget and oversees expenditures for facilities, equipment, and information technology.
3. Evaluates current and future technology needs and requirements of faculty, administrators, and researchers.
4. Develops, implements and oversees the quality assurance and regulatory compliance for research programs and projects regulated by outside government agencies.
5. Performs audits of quality systems, investigates deficiencies, and implements corrective actions.
6. Supports research operations through planning of technical aspects of research strategies to meet budgetary, regulatory, and scientific requirements, and provides organizational support to researchers and administrators.
7. Supervises professional and support staff.

**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 Human Resource 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 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 and talk and hear. The incumbent is periodically required to walk. Incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university in a related field.

**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 Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

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