Assistant Director EIGS - Jackson

**Definition of Class**
This is a supervisory position in which the incumbent frequently exercises discretion and independent judgment when coordinating and integrating the statewide programmatic and commercial activities associated with the Enterprise for Innovative Geospatial Solutions (EIGS). Incumbent initiates, develops, and implements associated collaborative projects with statewide, regional, and national organizations; and provides technical assistance and research support, including proposal and report generation. The incumbent to this position is under the direct supervision of the Executive Director of EIGS.

**Examples of Work Performed**
Assists with fiscal management of the project grant. Ensures compliance with National Aeronautics and Space Administration (NASA) terms, conditions, and regulations.

Facilitates communication and networking among project participants and external entities. Identifies, analyzes, and disseminates relevant materials to project partners and collaborators.

Coordinates statewide activities involving remote sensing research and commercial development. Recommends subcontractors as necessary.

Trains personnel and coordinates the assignment of personnel, equipment, and supplies needed to accomplish project goals and objectives.

Assesses potential sources of funding based on legislative, business, and industry trends.

Initiates and maintains contacts with representatives from national and state organizations. Travels to various off-campus locations including business, industry, and National Aeronautics and Space Administration (NASA) sites.

Provides technical writing and budget preparation support for proposal, program development, and reporting requirements.

Designs and mails surveys; conducts interviews as necessary. Analyzes survey results, prepares reports, and makes recommendations.

Reviews relevant materials, including Federal legislation involving the National Aeronautics and Space Administration (NASA) and remote sensing programs.

Develops and discusses program strategies, reviews guidelines, and prepares drafts for the preparation of collaborative proposals for external funding or re-design of existing programs.

Identifies available resources supporting the development and growth of the remote sensing industry in the state of Mississippi.

Facilitates communication and networking among project participants and external entities related to research and business development of space commerce industry in Mississippi. Identifies, analyzes, and disseminates relevant materials to current and potential partners, collaborators, and industries.

Initiates and maintains contact with representatives from national and state agencies and organizations, including higher education, federal, state, and industrial leaders.

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. Assists the Director with coordinating activities to supporting EIGS.
2. Performs research to identify needs and available resources related to the remote sensing industry. Identifies available resources and works with both national and local organizations to support the research, growth, and development of the remote sensing industry within the state of Mississippi.
3. Designs, develops, implements, and evaluates new initiatives, proposals, projects, and program enhancements as required, requested, or deemed appropriate.
4. Serves as spokesperson in Jackson and surrounding areas for EIGS companies to state and local agencies. Coordinates all publicity for EIGS companies.

**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. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or bend; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
A Bachelor's Degree in marketing, business, science, or related field from an accredited college or university.

**Experience:**
Three (3) years of research 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 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.*