Definition of Class
This is a supervisory position in which the incumbent serves as the spokesperson for all EIGS companies at NASA Stennis Space Center. The incumbent is under direct supervision of the Executive Director of EIGS.

Examples of Work Performed
Prioritizes and coordinates departmental resources for goal achievement.

Designs and organizes systems, policies, and procedures as needed to provide efficient management of departmental services.

Supervises efficient operation of office in meeting external party needs.

Acts as liaison with EIGS companies, event staff, and consultant groups. Resolves any problems.

Coordinates EIGS company research requests.

Solicits research proposals from the MRC community.

Reviews and monitors progress reporting.

Participates in the American Society for Photogrammetry and Remote Sensing (ASPRS) conferences and workshops.

Publicizes EIGS remote sensing research efforts.

Coordinates and develops written and verbal presentations for the Executive Director using PowerPoint.

Coordinates special events including developing the agenda, obtaining speakers, and organizing workshops. Develops base of the groups that attend events.

Makes arrangements for travel, conferences, and meetings. Notifies concerned parties of the date, time, and location of such arrangements.

Organizes, designs, and maintains a filing system.

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. Supervises subordinates providing essential mission functions.

2. Serves as spokesperson for EIGS companies at Stennis Space Center and all coastal counties in Mississippi, Southern Alabama, and some Louisiana parishes.

3. Serves as liaison between NASA and EIGS.
4. Oversees all operations relating to EIGS and the University including MSET at Stennis Space Center.

5. Advises researchers from the University of Mississippi, Mississippi State University, Jackson State University, and University of Southern Mississippi on research opportunities available at NASA Stennis Space Center.

**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:** 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 periodically required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year 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 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.