JOB DESCRIPTION

Associate Director of the Center for Educational Research and Evaluation

**Definition of Class**
This is a professional supervisory position in which the incumbent performs duties associated with the management and coordination of research and evaluation design and implementation for a variety of projects with the Center for Educational Research and Evaluation. The incumbent makes frequent decisions by exercising discretion and independent judgment and reports directly to the Director of the Center for Educational Research and Evaluation.

**Examples of Work Performed**
Coordinates research and evaluation activities for the Center, under the policy direction, project and duty assignments, and collaborative decision-making of the Director.

Designs and prepares research and evaluation plans for various projects.

Assigns duties to Center staff for work on specific projects and ensures the thoroughness, quality, and timeliness in completion of tasks.

Communicates with project representatives regarding evaluation objectives, procedures, and outcomes and prepares project deliverables.

Manages data collection and analysis.

Designs surveys and recommends assessment instruments, designs and oversees data collection procedures, and designs spreadsheets and database structures.

Imports data into appropriate formats and uses appropriate methods of statistical analysis.

Works with the Director to promote the growth and status of the Center by preparing grant proposals for new research and evaluation projects.

Directly participates in the preparation of articles for submission to journals, directs the design and maintenance of the Center’s web site, and designs PowerPoint presentations describing the Center’s work.

**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. Manages and coordinates research and evaluation design, data collection, analysis, and reporting activities for a variety of projects within the Center.

2. Assigns tasks to Center personnel, to specific contractual personnel, and to student workers and establishes criteria for acceptable work and timeliness of task completion.

**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:** No lifting required.
- **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 regularly required to sit. The incumbent is frequently required to talk or hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms; and taste or smell.

**Experience/Educational Requirements:**

- **Education:**
  Master's Degree in related field from an accredited 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.