**Assistant Director for EIGS - Commercial Operations**

**Definition of Class**
This is a supervisory position in which the incumbent is responsible frequently exercising discretion and independent judgment when marketing the Enterprise for Innovative Geospatial Solutions (EIGS) high-technology industry cluster to private, state, and federal entities. The incumbent reports directly to the Executive Director of EIGS.

**Examples of Work Performed**
Conducts on-site visits with industry cluster members to gather up-to-date information about services offered.

Gathers graphics and edits technical writing for use in marketing materials.

Coordinates statewide activities involving remote sensing research and development.

Facilitates communication with industry cluster to stay abreast of current events. Possesses knowledge and understanding of business needs for each cluster member.

Coordinates EIGS company research requests.

Polls cluster members to determine appropriate trade shows to attend. Displays and disseminates materials and presents information on behalf of cluster members to prospective remote sensing clients.

Assesses potential sources of funding and job opportunities for current clients based on legislative, business, and industry trends. Matches opportunities with cluster members and relays information received.

Schedules and conducts visits with state agencies, economic development districts, county supervisors and city managers to market the cluster and provides follow-up information and visits. Reports information received to cluster members with similar interests.

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 a liaison with companies that join EIGS.

2. Performs research to identify needs and available resources related to the remote sensing industry. Identifies available resources to support the research, growth, and development of the remote sensing industry within the state of Mississippi.

3. Prepares information for communication between EIGS industry cluster members and the public.

**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 talk and hear; sit; and use hands to finger, handle or feel. 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 in a related field 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.

Rev. 05/01/2015

*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.*