JOB DESCRIPTION

Associate Director - EIGS

Definition of Class
This is a professional supervisory position in which the incumbent works under limited supervision and makes decisions by exercising discretion and independent judgment. The incumbent is responsible for overseeing the daily operations for the EIGS program while serving as the primary liaison between the industry cluster and EIGS. The incumbent will be responsible for long-range strategic planning as well as short-range daily planning and implementation. This position reports directly to the Director - EIGS.

Examples of Work Performed
Supervises subordinate staff; assigns and coordinates staff duties based on short-range and long-range plans.

Ensures that staff are properly challenged and have needed tools.

Assigns and coordinates duties of contractors and monitors deliverables.

Responsible for post-award management and oversight to include all state and federal reporting.

Provides support for short range planning for the division. Provides administrative support to the planning, implementation, and assessment of EIGS’s long-range strategic planning.

Represents the Director when needed at EIGS functions.

Assists Director in managing budget and monitoring spending, to include ensuring all fiscal reporting is completed on time.

Assists in developing annual strategic plan for marketing University research; meet with business representatives throughout Mississippi to determine growth and development needs.

Serves as point of contact with various funding agencies. Identifies, analyzes, and disseminates relevant materials.

Travels to various off-campus locations including business and industry sites.

Provides technical writing and budget preparation.

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. Oversee daily operations of EIGS program including supervision of subordinate staff

2. Manage the EIGS budget

3. Serve as liaison between industry cluster and EIGS Director

4. Generate and implement long-range and short-range plans to include setting and meeting goals

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 frequently required to sit and talk and hear. 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 college or university.

  AND

- **Experience:** Four (4) 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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