JOB DESCRIPTION

Senior Associate Director of NCPA for Administration

Definition of Class
This is a professional position in which the incumbent assists in directing, coordinating, and administering the operations of the National Center for Physical Acoustics (NCPA). Work includes dealing with internal personnel and organization issues; serving as a liaison with external agencies and sponsors; representing the department on University and external committees; serving as lead on special projects as assigned by Director. The incumbent frequently exercises discretion and independent judgment and assumes the duties and responsibilities of the Director in his/her absence.

Examples of Work Performed
Assists in directing and coordinating the daily operation of the department.

Plans, organizes, and directs special projects as assigned by Director.

Organizes and directs efforts for obtaining research funding.

Participates in preparation of short and long range plans related to the development and growth of the department.

Serves as liaison to external agencies and sponsors to conduct business and resolve problems.

Represents the department on University and external committees. Attends such meetings on behalf of Director if he/she is unable to attend.

Analyses, reviews, and compiles reports as required.

Recommends various personnel actions including, but not limited to, hiring, disciplinary action, and termination.

Fulfills the duties and responsibilities of the Director in his/her absence.

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. Plans, organizes, and directs special projects as assigned by Director.
2. Assists in directing and coordinating the daily operation of the department.
3. Serves as liaison to external agencies and sponsors to conduct business and resolve problems.

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 50 pounds.

  Vision: Requirements of this job include close vision and color 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 talk and hear; stand; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or bend; and taste or smell.

Experience/Educational Requirements:

  Education:
  Master’s degree in physics, engineering, mathematics, technology, or a related field from an accredited four-year college or university.

  AND

  Experience:
  Ten (10) 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. 