Associate Director MMRI - State Programs

**Definition of Class**
This is a supervisory position in which the incumbent assists in enhancing knowledge concerning the mineral resources of the state through applied research and education using state and external funds. Incumbent oversees MMRI State land-based projects and directs the efforts of geologists, research associates, research technicians and students to complete project work. This position reports to Director and makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Determines project needs through state contacts and requests.

Identifies potential sources of external funding for projects and submits proposals of work.

Assembles expertise, equipment and maps needed for conduction of project field work and supervises the activities of MMRI staff working on State projects.

Researches and estimates project cost and maintains projects within the fiscal and time parameters outlined.

Maintains and develops relationships with state representatives and federal agencies working within the State.

Serves as a liaison between MMRI and the public by fielding information requests, preparing reports for public consumption, attending meetings, handling media interactions, and conducting institute and site visits.

Acts as a liaison between MMRI, the Ridgeway Data Center and the State Energy Sector by responding to inquiries regarding oil and gas well information.

Identifies potential donors of information for the Ridgeway Data Center and oversees incorporation of data donations into the Center’s data bank.

Remains current on other energy and mineral resources evaluation projects within Mississippi.

 Prepares and presents findings of the research conducted.

Ensures that professional and ethical practices of investigation and reporting are met.

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. Oversees, plans and directs MMRI’s State land-based projects.

2. Assists in fiscal planning and reporting.

3. Conducts field, laboratory and office research.
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 10 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 occasionally required to sit; stand; walk; talk and hear; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Masters Degree in Natural Sciences, Engineering with emphasis in geology/geological engineering, or a related field from an accredited four-year college or university.

AND

Experience: Three (3) years of experience related to the above described duties.

Licensure: Incumbent must have a valid Driver’s License.

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 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.