JOB DESCRIPTION

Associate Director, Center for Intelligence and Security Studies

**Definition of Class**
This is a professional position in which the incumbent develops and implements campus-wide initiatives and programs. This position will assist in setting and implementing the Center’s goals, act as a liaison to University and government officials, prepare and submit grant proposals and engage in research activities. The incumbent makes frequent decisions by exercising discretion and independent judgment and reports directly to the Director.

**Examples of Work Performed**
Oversees and develops curriculum for undergraduate and graduate programs.

Provides leadership for the Center by conducting workshops, making presentations, and serving as a consultant for internal and external agencies.

Serves as a liaison to government agencies, private sector and various departments and centers at the University on projects and programs for the center.

Plans and conducts multi-discipline research for academic departments.

Prepares grant proposals and submits them for approval; searches for grant opportunities.

Conducts intelligence research for government agencies.

Assists the Director in the budgetary decisions and strategic planning.

Represents the Center at national and international meetings.

Conducts assessments of Center activities in accordance with University policies.

Advises students on curriculum and oversees their capstone projects.

Conducts weekly staff meetings and supervises staff.

May teach courses related to Intelligence and Security Studies.

Serves as 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. Oversees and develops curriculum for undergraduate and graduate programs
2. Plans and conducts research for academic departments and government agencies.
3. Prepares grant proposals and submits them for approval.
4. Serves as the Director in his/her absence.

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 regularly required to sit. The incumbent is frequently required to stand; talk or hear; use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms.

Experience/Educational Requirements:
- **Education:** Master’s Degree from an accredited college or university.
- **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.

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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