**JOB DESCRIPTION**

Associate Director of Enterprise Applications and Clinical Assistant Professor

**Definition of Class**
This is a supervisory position in which the incumbent manages the web development team in the Office of Information Technology and serves as the technical architect for IT application development. This position takes the lead in learning new SAP technologies and helps other IT staff gain expertise by providing small group training sessions. This position coordinates the SAP University Alliance program and teaches one academic course per fall and spring term in the School of Business. This position reports to the Director of Enterprise Applications.

**Examples of Work Performed**
Works with departments to define project requirements for new web applications; sets project plan; monitors project progress; and works with SAP Support Team, Faculty Technology Development Center, and IT Helpdesk to ensure a smooth deployment.

Reviews technical designs developed by EA analysts and offers feedback.

Establishes software development standards for EA projects.

Learns about new SAP technologies such as Business Warehouse, Portal, and Process Integrator and then trains EA staff.

Coordinates SAP University Alliance Program, i.e., works with Technical Services to set up training server, helps other instructors gain access, makes presentations to School of Business faculty.

Teaches two academic courses per year in the School of Business as part of the SAP University Alliance Program.

Delegates work assignments to subordinate staff; monitors work performance; assists staff in developing goals; evaluates performance; and provides feedback to facilitate growth.

Attends conferences, forums, and meetings.

Oversees operations of enterprise applications division in the absence of the director.

Performs related or similar duties as required or assigned.

**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. Manages the web team.
2. Formulates project requirements, approves technical design, and monitors project progress.
3. Functions as technical architect for application development in IT.
4. Teaches in the School of Business.
5. Learns new technologies and trains EA staff.
**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 stand; walk; sit; use hands to finger, handle, or feel; climb, or balance, stoop, kneel, crouch, or bend; and reach with hands and arms. Incumbent is occasionally required to taste, or smell; and run.

**Experience/Educational Requirements:**

**Education:**
Master’s degree from an accredited college or university in Computer Science, MIS, or related field.

AND

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

**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.