Marine Projects Coordinator/Mississippi Mineral Resources Institute

**Definition of Class**
This is a non-supervisory position in which the incumbent coordinates the logistics of all offshore and inland waterway projects. The duties include scheduling cruises on research vessels (including crew needs), participation in research cruises, and interfacing with clients who lease the research vessels. Incumbent will be required to make decisions aboard the ship regarding navigation procedures and related needs. Incumbent may be called upon to act on behalf of the Supervisor in judgment matters aboard the ship and frequently makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
- Interfaces with clients and keeps calendar of research vessel schedules.
- Determines equipment needs and readies equipment for deployment.
- Determines personnel needs for each cruise and advises Supervisor.
- Writes cruise reports or arranges for them to be written by crewmember.
- Installs Geographic/Global Positioning System (GPS) equipment and connects to navigation hardware components.
- Ensures that navigation hardware/software is interfacing properly with all equipment.
- Provides captain with coordinates to work area.
- Operates navigation equipment during cruise.
- Assists engineers and technicians in equipment deployment.
- Performs sampling and archiving of samples.
- Photographs operations and maintains photography library.
- Works with navigation software on a regular basis, staying informed of any changes made by vendor.
- Evaluates needs for new hardware/software and keeps Supervisor informed.
- 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. Schedules use of Research Vessels and related equipment.
2. Serves as Navigator on research cruises.
3. Participates in drilling and seismic equipment deployment.
4. Knows and keeps up with changes in navigation software and hardware.

**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.
- **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. The incumbent is periodically required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; sit; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree from an accredited four-year college or university in Geology, Geological Engineering, or a related field.

  AND

- **Experience:**
  Two (2) 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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