JOB DESCRIPTION

Director UM Field Station

Definition of Class
This is a professional position in which the incumbent provides strategic leadership and direction for the science, education, and engagement and outreach programs at the University of Mississippi Field Station (UMFS). The incumbent oversees research facilities, coordinates summer camps, develops long and short-term planning activities, provides supervision and guidance to staff, prioritizes and coordinates research, prepares and manages budgets, promotes growth of outreach to enhance external visibility and reputation of the field station, identifies opportunities for extramural funding, develops and submits proposals for funding. Position reports to the Assistant Vice Chancellor, Research and Sponsored Programs.

Examples of Work Performed
Works collaboratively with UM scientists in an effort to determine best practices for developing and maintaining sustainability of the UMFS resources.

Facilitates use of an advisory board to ensure widespread buy-in and input to plans.

Engages UM scientists and students in an effort to encourage use of UMFS for research and teaching activities.

Works with partners and collaborators to design, coordinate, and enhance outreach programs.

Partners with local/regional K-12 teachers to promote use of the UMFS for teaching purposes.

Seeks funding to support and grow summer camps and outreach activities for K-12 students and the general public.

Develops, creates and maintains an informative and engaging website to promote UMFS nationally.

Establishes guidelines and policies to ensure UMFS facilities and properties are maintained in concert with long-term strategic plans.

Creates and maintains partnerships with internal and external partners. Meets with target stakeholder groups to assess needs and gain input on plans for UMFS.

Researches and identifies potential funding sources for infrastructure improvements.

Develops and submits proposals for infrastructure improvements and broad-based science activities.

Partners with scientists to identify opportunities in which they may tap into for UMFS-based projects.

Oversees and manages fiscal activities of UMFS budget and affiliated grants and contracts.

Provides supervision and guidance to UMFS staff.

Performs other duties as 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. Provides strategic leadership and direction for the science, education, engagement, and outreach programs at the University of Mississippi Field Station (UMFS).

2. Manages the operation of research facilities and activities.

3. Develops and manages UMFS budget and fiscal activities with affiliated grants and contracts.

4. Identifies opportunities for extramural funding, develops and submits proposals for funding.

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 on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** Moderate lifting frequently exerting forces 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 talk or hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms; and taste or smell.

Experience/Educational Requirements:

**Education:**
Master's Degree in a related field 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/DEA 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.