Resident Director - Field Station

Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the maintenance of Field Station and assistance in field study. The incumbent frequently makes decisions by exercising discretion and independent judgment and has the responsibility of the construction of experiment sites and organization of employees in their daily tasks.

Examples of Work Performed
Coordinates the day-to-day operations of the Field Station.

Maintains roads and ponds on the field station.

Builds and maintains experimental ponds at the station.

Resides on the station and ensures security.

Operates heavy equipment.

Performs electrical and plumbing work.

Operates a transit to build ponds and levees.

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. Supervises subordinate personnel and coordinates day-to-day activities. Interfaces with “clients” and public.
2. Builds and maintains roads, experimental ponds, and other apparatus.
3. Interacts with the user committee and the Board of Directors to ensure research activities are performed environmentally safe and friendly.
4. Provides security for research and other activities and property.
5. Maintenance of property including mowing, pump repair, engine repair, electrical and plumbing work, etc.
6. Maintains and monitors the budget.

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 frequently required to walk. The incumbent is occasionally required to stand; sit; talk and hear; use hands to finger, handle or feel objects, tools or controls; climb or balance; taste or smell; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s degree from an accredited four-year college or university in Agriculture Education or related field.

AND

**Experience:**
Four (4) 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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