

# Position Announcement

## ***JOB TITLE: Assistant Commissioner for Administration***

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of **Assistant Commissioner for Administration**. This position reports to the **Deputy Commissioner and Chief Administrative Officer**. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students. The System office is located in Jackson, Mississippi.

### **Job Summary**

The Assistant Commissioner for Administration will perform a variety of managerial, administrative, technical and professional tasks. This position will also manage, plan, organize and implement administrative processes and systems. This individual will also direct management to align and drive strategies, initiatives and programs. Employees will be required to follow any job-related instruction and to perform any job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

### **Essential Functions**

Examples of work performed in this classification may include but are not limited to the following:

- Serves as the proxy for the Deputy Commissioner as assigned.
- Supports the Deputy Commissioner in developing the overall strategy of IHL and in the day-to-day operations.
- Leads various ad hoc projects as directed by the Deputy Commissioner.
- Prepares for internal and external meetings and completes any after-meeting action items needed.
- Participates directly in external and internal meetings as directed by the Deputy Commissioner and follows up with the relevant parties when needed.
- Communicates directly, and on behalf of the Deputy Commissioner, with Board members, agency and state leaders, agency staff and others.
- Implements business processes/procedures for the IHL System Office.
- Facilitates and manages the activities of IHL's Personnel Review Committee, including keeping the minutes and leading the committee to develop and recommend short- and long-range strategic personnel plans to the Deputy Commissioner.
- Develops agendas and supporting documents for training materials for IHL Staff.
- Collaborates with IHL Executive Leadership in support of the agency's mission and system initiatives.
- Manages and supervises administration and agency support offices, including Government Relations, Communications, Mississippi Automated Resource Information System (MARIS), Human Resources, Information Technology, Print Shop, Buildings and Grounds, Security and Custodial Services.
- Directs departmental managerial/administrative staff related to procedural matters.
- Implements methods to facilitate assigned project completion and organizational change; coordinates across departments to ensure all parties are on track with project requirements, deadlines, and schedules.
- Assists in the creation, writing, and updating of IHL policies and procedures.
- Manages and increases the effectiveness and efficiency of support services (e.g., HR and IT) through strategic improvements in each function area as well as coordination and communication between support and business functions.
- Works to achieve diversity goals within the university system and assists with the development of policy initiatives to promote a diverse student population and workforce from the Board level.
- All other duties as assigned.

### **Administration Skills and Qualifications**

- Proven management and leadership skills, while taking a "hands-on" implementation approach

- Excellent interpersonal and relationship-building skills
- Excellent organizational skills and attention to detail
- Flexibility and ability to work on multiple projects simultaneously
- Excellent written and verbal communication and presentation skills, including the ability to articulate in a compelling manner
- Excellent motivational skills and a demonstrated ability to lead
- Ability to work effectively as part of a team
- Ability to use considerable judgment, initiative and independence
- Ability to maintain confidentiality

### **Competencies**

Project Management	Communication Proficiency
Teamwork Orientation	Technical Capacity
Organizational Skills	Business Acumen

### **Supervisory Responsibility**

This position has supervisory responsibilities.

### **Education and Experience**

Master's Degree preferred.

Other preferred experience/training:

Minimum five years of experience in management and leadership.

Human Resources knowledge preferred.

### **Working Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical requirements**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also required to use hands to finger or grasp objects, tools, or controls, type, and reach with hands and arms. The employee must periodically lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

### **Position type and expected hours of work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

### **Travel**

Travel is primarily local during the business day, although some out-of-the-area and overnight travel is required.

### **Application Requirements**

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin immediately and will continue until the position is

filled. Women and minorities are urged to apply. To apply for this position, submit an official [IHL Application for Employment](#), along with the documents noted above to the following address:

**Mississippi Institutions of Higher Learning  
Office of Human Resources  
3825 Ridgewood Road  
Jackson, MS 39211**

Applications may also be emailed to: [hr@mississippi.edu](mailto:hr@mississippi.edu) or faxed to 601.432.6129.

For more information regarding IHL, visit our web site at [www.mississippi.edu/ihl](http://www.mississippi.edu/ihl).

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.