



## Mississippi Board of Trustees of State Institutions of Higher Learning Position Announcement

### **JOB TITLE: Director Support Operations**

The Mississippi Board of Trustees of the State Institutions of Higher Learning (IHL) seeks applications for the position of **Director Support Operations**. The Director Support Operations reports directly to the Assistant Commissioner for Finance and Administration, who reports directly to the Associate Commissioner for Finance and Administration. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students.

IHL offices are located in Jackson, Mississippi.

#### **Job Summary:**

Position is responsible for leading and directing the IHL Executive Office's contracts and grants compliance and the general support function applicable to Finance and Administration's business processes. Responsibilities include developing procedures and training applicable to the IHL Executive Office and performing ad hoc special projects as directed by the Assistant Commissioner for Finance and Administration.

#### **Essential Duties and Responsibilities:**

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other 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.

#### **Responsibilities Include:**

- Adheres to IHL Executive Office and department policies, procedures and regulations.
- Directs the IHL Executive Office's Office of Contracts and Grants Compliance function. Responsibilities encompass review and oversight of externally funded grants awarded to the IHL Executive Office as well as subsequent subcontracts issued from the prime awards; review of transactions charged to grant funds to ensure compliance with the sponsoring agency regulations and OMB Circulars; and approval of financial reports and billings due the funding agencies.
- Review, analyze, recommend and document (narrative/flowchart) Finance and Administration's business processes.
- Act as lead regarding the implementation and use of the Banner Financials Grant Module.
- Assist the Director of Accounting in review, updating and maintenance of the chart of accounts.
- Assist in the continuous improvement of internal control and compliance assurances for this office.



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- Assists the Assistant Commissioner of Finance and Administration with special ad hoc projects as requested, such as serving developing best practices, compiling and summarizing institutional data, and developing flowcharts for presentations.

### **Qualifications:**

Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

### **Mental Requirements (Knowledge, Skills and Abilities):**

- Excellent interpersonal, written and verbal communication skills.
- Excellent organizational, analytical, and time management skills.
- Ability to collaborate with diverse persons, agencies, and groups.

### **Application Procedure:**

To apply for this position, submit an official [IHL Application for Employment](#) along with letter of interest illustrating the match between the candidate's experiences and the positions requirements; a current résumé; and names, addresses, e-mail addresses, and phone numbers of three (3) professional references 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.

Women and minorities are urged to apply. For more information regarding IHL, visit our web site at [www.mississippi.edu/ihl](http://www.mississippi.edu/ihl).

Review of applications will begin immediately and will continue until the position is filled.