

# Position Announcement

## ***JOB TITLE: Project Manager***

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) seeks applications for the position of Project Manager. This position reports to the Assistant Commissioner for Real Estate and Facilities. IHL is governed by a twelve-member Board of Trustees and consists of eight public universities. The System office is located in Jackson, Mississippi.

### **Job Summary**

The Project Manager will support the Assistant Commissioner for Real Estate and Facilities on issues related to planning, management, design, construction, maintenance, and operation of the universities' facilities on the campuses assigned to the Project Manager by the Assistant Commissioner for Real Estate and Facilities. The Project Manager will also assist in the development and execution of departmental initiatives and reports. Performs analysis of various reports and data and prepares narratives analysis for the Assistant Commissioner for Real Estate and Facilities.

### **Essential Functions**

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.

- Assists each assigned university in maintaining a list of priorities for new construction, repair, and renovation projects. Advises/participates in the planning process with the assigned universities for new construction, renovation, and repair projects. Reviews all projects regarding design and appropriateness for each assigned campus.
- Makes certain that needs of the physical facilities of each assigned university are known and prioritized and that all construction projects are tracked and kept on schedule and within the project budget for both state funded and self-funded projects. This will also involve monitoring and assisting the universities in the management of funded projects from the pre-planning and design stage through the completion of the construction project.
- Assist the universities in assessing and adequately addressing the need for renovation of existing buildings.
- Assists the universities to ensure that both state and self-funded projects are monitored during design and construction and kept on schedule.
- Monitors, advises, and directs the efforts of the assigned universities regarding project management.
- Ensures that all projects for assigned universities follow state laws and IHL Board policies and procedures.
- Assists the Associate/Assistant Commissioner for Real Estate and Facilities in the development of data and reports regarding departmental affairs.
- Adheres to IHL Board Policies and Bylaws and the IHL System Office Employee Handbook.

## **Competencies**

- Candidate should be knowledgeable of current technological developments and trends in areas of project development and construction.
- Candidate should possess strong interpersonal skills and communication skills and ability to work with a wide range of constituencies.
- Candidate should be proficient in Microsoft Office tools such as Microsoft Word, Excel, and PowerPoint.
- Candidate must be able to prioritize competing demands and meet deadlines.

## **Education and Experience**

This position requires at least a baccalaureate degree in engineering, architecture, construction management, business, or related field from an accredited university and at least five (5) years of experience directly related to the duties and responsibilities specified above preferred OR ten (10) years of related experience to the duties and responsibilities specified above.

## **Working Environment**

This position operates in a professional office environment. This role routinely uses standard office equipment. Applicants are also required to be able to perform assigned duties within a teleworking environment as needed.

## **Mental/Physical Requirements**

Demonstrate ability to work with hands and to work in mechanically oriented situations following supervisor's instructions. General knowledge of various types of office equipment. Ability to work with little or no supervision, given proper instructions. Ability to follow instructions, given either orally or in writing. Ability to read and write and to follow detailed written instructions.

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

This is a full-time, in-office position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Some evening and weekend work may be required.

## **Travel**

This position requires occasional in-state travel.

## **Application Requirements**

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references and the IHL Application for Employment. Review of applications will begin immediately and will continue until the position is filled. Women and minorities are encouraged 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 601.432.6990. 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.