

Position Announcement

Research & Entrepreneurship Outreach Coordinator

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of **Research and Entrepreneurship Outreach Coordinator**. The Research & Entrepreneurship Outreach Coordinator reports directly to the Assistant Commissioner for Government Relations. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll more than 80,000 students. The System office is located in Jackson, Mississippi.

Job Location and Summary

This is a fulltime in-office position located in a new office in Vicksburg, Mississippi. The Vicksburg office is a collaboration between the four public research universities that comprise the Mississippi Research Consortium, Jackson State University, Mississippi State University, the University of Mississippi, and the University of Southern Mississippi. The office is housed in Vicksburg's MCITY building and its purpose is to support university technology transfer and entrepreneurial programs, which may be connected to the U.S. Department of Defense and related federal research.

The Research & Entrepreneurship Outreach Coordinator will work closely with the MRC, research university offices of technology transfer/innovation and other state partners to implement programs to promote entrepreneurship and support the development of research partnerships between the four public research universities and the U.S. Army Engineer Research and Development Center located in Vicksburg and other federal agencies. In this position, the Research and Entrepreneurship Outreach Coordinator will perform a variety of administrative functions including planning, coordinating and execution of outreach projects and events, supporting technology transfer activities and connecting entrepreneurs to state and university resources.

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 job 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 the 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.

All employees are required to adhere to the IHL Board Policies and Bylaws and the IHL System Office Employee Handbook.

Responsibilities include:

- Adheres to IHL and department policies, procedures, and regulations
- Assist in planning, promoting, and implementing outreach efforts including events, meetings, and training sessions.
- Support joint activities among the four research university technology transfer/innovation offices and the Mississippi Research Consortium.
- Assist in the preparation of proposals to donors and funding agencies as needed.
- Assist university staff in actively promoting research-driven entrepreneurship to students, university faculty, ERDC employees, and community groups.
- Greet visitors and direct them to appropriate offices; forward inquiries to the appropriate university or IHL staff.
- Serve as onsite manager of office space, equipment and supplies.

Competencies

Candidate must possess strong interpersonal and relationship management skills and the ability to work with a wide range of constituencies. Candidate must be able to prioritize competing demands and meet deadlines. Candidate must be willing to work some evenings and weekends for special events. Candidate must have strong written and oral communication skills including telephone, email and social media techniques and etiquette. This

position requires occasional in-state and out-of-state travel as needed.

Education and Experience

This position requires at least a baccalaureate degree in communications, marketing, public relations or related field from an accredited university.

At least one year of experience directly related to the duties and responsibilities specified above preferred. Working knowledge of Microsoft Office tools including Word, Excel, and PowerPoint.

Working Environment

This job operates in a professional office environment. This role routinely uses standard office equipment. Applicant is also required to be able to perform assigned duties within a teleworking environment.

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 and reach with hands and arms. The employee must regularly 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

Periodic travel not limited to but to include site visits, training, development, speaking engagements, and meetings is expected.

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.

For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

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