

Sul Ross State University

Position Description

Official Title: Director of the Center for Big Bend Studies
Salary Group: Unclassified

Job Code: 1270

Summary

Function: To direct all functions and activities of the Center for Big Bend Studies.

Scope: The Center for Big Bend Studies fosters interdisciplinary scholarship of the diverse prehistoric, historic, and modern cultures of the borderlands region of the United States and Mexico, with emphasis on the area encompassed by Trans-Pecos Texas and north-central Mexico. The Center is committed to the recovery, protection, and sharing of this region's rich cultural legacy through dynamic programs involving research, education, public outreach, and publication. The Center is located on the campus of Sul Ross State University.

Duties

Essential: Plan and direct the activities of the Center, including interdisciplinary research projects, interagency contractual projects, public and scientific publications, conferences, public and scientific lectures, seminars, landowner and other public outreach, field trips, and workshops. Direct or cause to be directed a bi-annual summer archaeological field school. Interact with academic departments, archives, and other support areas of the University. Fundraising related primarily to endowments, research projects, and public outreach. Serve as liaison between the University, the regional community, and sister organizations of the borderlands in the U.S. and Mexico. Plan, design, and direct the Trans-Pecos Archeological Program. Department heads are responsible for content and maintenance of their department web pages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports to the Provost and Vice President for Academic and Student Affairs.

Given: Supervises regular and contracted staff of Center, including archaeologists, historians, editors, secretarial/clerical, work-study students, and community volunteers.

Education

Required: Graduate degree in anthropology, archaeology, history, or closely related discipline that is pertinent to the work of the Center and the mission of the institution.

Preferred: Ph.D.

Experience

Required: Three years demonstrated performance and experience in research, editing, publishing, teaching, public relations, and fund raising.

Preferred: Administrative experience.

Equipment/Skills

Required: Working knowledge of computers; managerial, budgetary, and communication skills.

Preferred: Knowledge of publications production, archival-related materials, and photographic and surveying equipment.

Working Conditions

Usual: Office and laboratory conditions; field work with long hours as required; responses to public requests; archaeological collections and historical documentation processing and analysis; normal office hours. Exempt from overtime provisions. Position is Security Sensitive.

Special: Overtime as required.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February, 2007