JOB DESCRIPTION
Manager of Strategic Planning

Definition of Class
This is a professional position in which the incumbent develops and manages systems to facilitate strategic planning activities and initiatives. This position facilitates the strategic planning activities for the entire campus, supports the Strategic Planning Council, suggests revisions to the University’s strategic plan, and generates progress reports. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Develops and manages systems for tracking data and conducts analyses for accomplishing initiatives in strategic planning.

Directs the work of support staff and graduate assistants.

Oversees and monitors the budget.

Gathers, assimilates and analyzes background information internally and externally on best practices in planning and strategic issues.

Drafts reports and briefs to inform discussions and tasks involved in strategic planning.

Interfaces with task forces, groups, and the Office of the Provost to accomplish strategic initiatives.

Provides leadership in the area of strategic planning by conducting workshops, making presentations, and serving as a consultant to departments in their planning work.

Identifies and develops reporting mechanisms to communicate strategic direction and accomplishments.

Offers support in the development of processes to the Strategic Planning Council.

Facilitates strategic planning efforts with each department on campus.

Develops tools, interfaces and metrics to support planning and tracking.

Identifies barriers and works to resolve each one at a unit-level

_posts recommend revisions to plans and initiatives to improve effectiveness.

Interfaces with Institutional Research, IT and other units to track and report strategic initiative progress.

Solicits feedback on the use of reported information and modifies reports to improve usefulness.

Manages and oversees special projects in the Office of the Provost.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and implements a metric for tracking data to conduct analyses for accomplishing initiatives in strategic planning.

2. Facilitates strategic planning efforts with each department on campus.
3. Recommends revisions to plans and initiatives to improve effectiveness.
4. Oversees the budget for the Office of Strategic Planning.
5. Manages and oversees special projects.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger handle or feel objects, tools or controls. The incumbent is regularly required to sit.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s degree from an accredited college or university.

  AND

- **Experience:**
  Three (3) years of experience related to above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.