Assistant Dean for Communication and Development

**Definition of Class**
This is a professional position in which the incumbent develops, implements and manages programs to provide student support, oversees communication efforts, and participates in development activities in an effort to secure financial gifts in support of the College or School. The incumbent makes decisions exercising discretion and independent judgment. This position reports to the Dean or Associate Dean.

**Examples of Work Performed**
Provides academic advising to potential students and current students concerning course selection and degree requirements.

Oversees planning and implementation of various freshman student activities and programs.

Provides workshops informational sessions and guest visits to address specific student needs.

Engages students in conversations to enrich curricular and extracurricular experiences.

Creates web pages for the College website and modifies web page content as needed to provide current information and ease of navigation.

Monitors and manages communication within social media concerning the College.

Contributes to information shared via social media outlets and updates social media accounts as needed.

Provides supervision and guidance to student workers engaged in the production of newsletters, websites and other communication tools.

Participates in the review of practices and the development and review of existing policies and procedures for the College.

Serves a lead role in the coordination and preparation of annual reports for the College.

Researches techniques and resources to identify major gift donor prospects and advises the Dean of such prospects.

Prepares reports on potential prospects for major gifts. Maintains confidentiality and organization of prospect records and files.

Maintains communication with the UM foundation concerning activities to ensure compatibility of development efforts.

Participates in activities and events to recruit prospective students to the College.

Attends regional and national conferences.
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, implements and manages programs to provide student support.
2. Oversees public communication efforts of the College.
3. Assists the Dean in securing financial gifts in support of the College.
4. Participates in operational tasks to support students.

**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 sit. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:** Master’s Degree in related field from an accredited college or university.

  AND

- **Experience:** Four (4) years of experience related to the above described duties.

  **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**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.

Rev. 07/13/15

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. 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, religion, disability, age, sexual harassment, national origin, pregnancy, genetic information, or veteran status. No individual shall be excluded from participation in or be denied the benefits of any of the programs and activities on the basis of race, color, gender, sex, sexual orientation, gender identity, religion, disability, age, sexual harassment, national origin, pregnancy, genetic information, or veteran status.
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.