Definition of Class
This is a supervisory position in which the incumbent performs professional duties associated with the operation of University Brand Services to include program evaluation and supervision of support staff employees by exercising discretion and independent judgment. Incumbent in this position reports directly to the Chief Marketing Officer.

Examples of Work Performed
Performs professional duties associated with the operation of University Brand Services.

Manages assigned duties involved in administering various tasks and projects involving University Brand Services.

Supervises assigned support staff employees.

Plans and schedules work for the group ensuring proper distribution of assignments.

Monitors scheduling of jobs through a tracking software system.

Makes recommendations regarding employment decisions, performance evaluations, and leave schedules.

Monitors and supervises the budgeting, purchasing, and other financial operations of the department.

Represents the Executive Director at various meetings and operates within the range of authority granted by the Chief Marketing Officer

Participates in the development of proposals for externally funded grants and contracts.

Meets with representatives of granting agencies to answer questions or resolve other problems relating to applications or operations.

Participates in project evaluation and assessment.

Makes recommendations to improve the effectiveness or the efficiency of the project.

Performs similar or related duties as assigned or required.

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. Manages assigned duties involved in administering various tasks and projects involving University Communications.
2. Supervises assigned support staff employees, plans and schedules work, and makes recommendations regarding employment decisions.
3. Meets with representatives of granting agencies to answer questions and resolve problems.
4. Represents the Executive Director at various meetings and may be required to serve as site coordinator.

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 25 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 talk and hear. The incumbent is occasionally required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

- **Education:** Associates’ Degree from an accredited college or university in Business Administration, Management, or a related field.
- **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.

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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 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.