Definition of Class
This is a supervisory position in which the incumbent is responsible for planning, implementation and promotion of conferences, symposiums, and other forms of outreach. Incumbent oversees the recruitment and administration of funds to support outreach programs, submission of grant proposals, grant reporting, annual program assessment and annual reports, and development and promotion of new and on-going programs. Position frequently makes decisions by exercising discretion and independent judgment in daily work activities. Position reports to the Director of the Center for the Study of Southern Culture.

Examples of Work Performed
Plans, implements and promotes conferences, symposiums and other public events and programs supporting outreach efforts.

Utilizes via new media (Facebook, Twitter, etc.) to promote activities and events.

Develops and maintains website and video site to provide current, up-to-date information regarding activities and events.

Disseminates news and publicity pertaining to activities and events to various audiences.

Solicits funding from donations and grant sources to support overall operation and outreach programs.

Researches and initiates grant opportunities, works with faculty members and the Office of Research to develop grant proposals.

Administers grant activities to ensure compliance with grant specifications.

Prepares and submits reports, assessments and annual reports regarding activities and events.

Participates in the preparation of budgets and supervises expenditures of the Center.

Provides supervision and guidance to support personnel, conducts staff meetings, and evaluates performance.

Coordinates the effort of volunteers and student workers in support of preparation for conferences and other public events and programs.

Serves as primary liaison for various cultural institutions throughout the state and region.

Attend meetings with staff and faculty to consider possible new projects or new ways to implement or publicize events and programs.

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. Plans, promotes and implements conferences, symposiums and other ongoing and special programs.
2. Oversees the marketing activities related to the promotion of the Center and events.

3. Develops department budget and monitors expenditures.

4. Solicits funding from donations and grant sources to support the Center’s operation and outreach efforts.

5. Develops grant proposals and administers grant activities and reporting.

6. Compiles annual program assessments and reports.

7. Supervises and directs the work of subordinate staff.

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 and color 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 periodically required to talk and hear. The incumbent is occasionally required to sit; stand; and walk.

Experience/Educational Requirements:

   Education: Master’s Degree in Liberal Arts or a related field from an accredited college or university.

   AND

   Experience: Three (3) years of experience related to the 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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