Operations Manager – Office of Global Engagement

Definition of Class
This is a professional position in which the incumbent performs duties associated with the operation of the Office of Global Engagement. The incumbent assists in the development, implementation and interpretation of departmental policies, procedures and guidelines; provides oversight and maintenance of administrative records; and serves as a liaison to University departments, external organizations and partner institutions. The incumbent exercises discretion and independent judgment. Position reports to the Senior International Officer/Executive Director – Global Engagement.

Examples of Work Performed
Assists in the development, implementation and interpretation of departmental policies, procedures and guidelines.

Interfaces with University departments, partner institutions, and the general public to ensure operational efficiency.

Supervises the maintenance of fiscal, administrative records and departmental personnel records to ensure compliance with federal, state and University statutes, policies, and procedures.

Assists with the fiscal management of the department and makes recommendations in support of budget requests.

Investigates problems and prepares data in conjunction with various groups for the Executive Director and departmental staff.

Analyzes data to reflect division progress, adverse trends, opportunities, deficiencies and improvements.

Coordinates the planning for and conduction of events, meetings, conferences, seminars, workshops, and other related events.

May supervise assigned support staff.

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. Assists with the daily management and operation of the division.
2. Provides oversight and maintenance of administrative records.
3. Assists in the development, implementation and interpretation of policies, procedures and guidelines.
4. Prepares detailed reports, reviews activities and recommends budgets.
5. Coordinates the planning for and conduction of events, meetings, conferences, seminars, workshops, and other related events.
6. Serves as a liaison to University departments, external organizations and partner institutions.
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 Human Resource Department 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 regularly required to sit. The incumbent is occasionally required to stand; use hands to finger, handle or feel objects; and reach with hands and arms.

Experience/Educational Requirements:

   Education:
   Bachelor’s Degree from an accredited four year college or university.

   AND

   Experience:
   Two (2) 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 Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

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