Definition of Class
This is a supervisory position in which the incumbent assists the Director of the Luckyday Scholarship Program in implementing initiatives aimed at increasing the retention rate and graduation rate of all Luckyday scholars. Incumbent frequently makes managerial decisions exercising discretion and independent judgment regarding program budgeting, purchasing, compliance, awarding, facility management and academic training/advising. This position reports to the Director of Luckyday Scholarship Programs.

Examples of Work Performed
Develops and maintains organized procedures for monitoring compliance with regulations to include tracking of student volunteer service hours, study hall hours and attendance at class, programming and academic training.

Takes necessary actions to remove scholars from the program, who are not in compliance with Luckyday Scholarship Program regulations.

Develops curriculum and serves as instructor of record for Luckyday Section EDHE 105.

Collaborates with faculty and staff to provide development programming for the Luckyday Scholarship Programs.

Assists in the coordination and selection of Luckyday Scholarship recipients.

Advises students regarding academic and financial aid issues and serves as point-of-contact for parents and students.

Processes requests for tutoring, recruits tutors and schedules tutoring sessions for Luckyday scholars.

Manages fiscal activities to include assessment, review and creation of programs and resources proposals, budget development, purchasing activities, and payroll processing.

Designs marketing materials and activities for promotion of the Luckyday Scholarship Programs.

Travels throughout the State of Mississippi to recruit students for Luckyday Scholarship Programs.

Provides supervision for professional and student staff through daily leadership and guidance, completion of performance evaluations, leave approvals, travel authorizations, staffing and payroll management.

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 Director with Luckyday Scholarship Program initiatives and manages the Luckyday Scholarship Program.

2. Directs implementation of the Luckyday First Year Experience Program and Luckyday Retreat for recipients.

3. Responsible for Luckyday Scholarship Program budgetary management functions.

4. Oversees compliance with Luckyday Scholarship Program regulations.

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 occasionally lift up to approximately 10 pounds.

   Vision: Requirements of this job include close vision, distance vision, peripheral 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 frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

Experience/Educational Requirements:

   Education: A Bachelor’s Degree in Marketing, Communications, Education, or related field from an accredited 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 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.