Assistant Director, Alumni Affairs- Jackson Campus

Definition of Class
This is a supervisory position in which the incumbent raises support for the University Medical Center, assists alumni as needed, builds a stronger alumni association, and oversees friend raising for the University and Alumni Association. Supervision is exercised over clerical positions, technical/craft/trade personnel, and an administrative assistant. The incumbent exercises discretion and independent judgment. Incumbent works under the general supervision of the Associate Director of Alumni Affairs.

Examples of Work Performed
Plans and prepares board meetings for five alumni chapters.

Plans, organizes, and participates in all alumni events and functions, including, but not limited to, board meeting dinners, past presidents' breakfast, Guardian Society dinners, Chapters' annual meeting dinners, Match Day Brunch, luncheon and dinner for seniors, Welcome Back Picnic, SMA Reception, and Mississippi Orthopaedic Society reception.

Participates in fund raising activities for the University and Alumni Association.

Cultivates friends for the University and Alumni Association.

Supervises the work of office staff; assigns work to ensure proper distribution.

Organizes student alumni council and assists in preparations for their functions.

Prepares invitations, registration forms, and reminders for all events.

Assists in the preparation of alumni newsletters.

Must be able to travel, attend and/or host alumni events/functions, both Oxford directed and UMMC directed, and be able to work nights and weekends.

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. Participates in and has a large responsibility in friend raising.
2. Represents the University at alumni meetings and related functions.
3. Supervises clerical staff and student workers.
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 stand. The incumbent is occasionally required to walk; sit; reach with hands and arms; stoop, kneel, crouch or bend; and use hands to finger, handle, or feel objects, tools or controls.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university in business administrations, marketing, public relations, finance, or a related field.

AND

Experience:
Three (3) year 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.