JOB DESCRIPTION

Associate Director of Alumni Affairs - Information Services

**Definition of Class**
This is a supervisory position in which the incumbent is responsible for organizing, designing, implementing, and maintaining the information technology systems for Alumni Affairs and The Inn at Ole Miss. The incumbent provides direction and administration of technology support services; functions as technical architect for application development; negotiates software, audiovisual and consulting contracts, supervises the activities of support staff and assists in directing activities in the Alumni Affairs Office. The incumbent exercises independent discretion and judgment. This position reports to the Senior Associate Director of Alumni Affairs.

**Examples of Work Performed**
Develops and monitors internal control procedures to ensure that the quality and timeliness of work completed meets specified standards.

Assists in the development of short-term and long-term goals and formulates policies and procedures for computer and records personnel. Develops and coordinates special projects.

Designs and translates flow charts and decision tables into appropriate computer language and performs tests to verify accuracy and completeness of programs; makes necessary modifications to test programs and processing specifications.

Maintains existing programs; analyzes, reviews, and modifies programs to increase operating efficiency or to adapt new requirements. Prepares forms and procedures manuals that effect the operation of specific systems.

Makes recommendations regarding the purchase and implementation of computer software and hardware.

Analyzes operations, procedures, and functions to determine the feasibility of adaption to electronic data processing. Develops and maintains specifications for data processing systems.

Supervises assigned personnel and monitors performance; chairs search committees, makes decisions regarding the hiring and firing of computer and records staff; approves leave and conducts annual performance appraisals.

Analyzes and develops project plans and monitors status on all technical projects; programs web site pages to meet departmental needs.

Researches and evaluates possibilities of newer and updated technologies to enhance alumni and advancement areas.

Coordinates with other departments to enhance quality of Alumni and Foundation information.

Evaluates and designs database architectures; ensures database security through user account access; identifies alternatives to systems design and manages software issues; performs critical data backups and ensures accuracy of data.

Writes programs for membership billing and alumni/advancement reports.

Represents the department at on-campus and off-campus meetings and functions. Serves on committees to develop future internet/intranet technologies. Prepares and presents committee reports to Alumni Board.

Evaluates and designs networks to accommodate access for end users; evaluates and ensures proper security through the use of firewall and virus protection devices; monitors traffic flow through the network to ensure best results.
Analyzes procedures to determine plans for implementation of third party data into current system. Plans, develops, and manages processes that streamline the exchange of information both internally and externally.

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. Supervises the activities of assigned support staff and assists in directing activities in the Alumni Office.
2. Assists in the development and implementation of goals, policies and procedures.
4. Evaluates computer needs, develops new computer systems, and negotiates hardware and software purchases.

**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.

**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 use hands to finger, handle, or feel; and reach with hands and arms. The incumbent is occasionally required to stand; walk; and sit.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university in Management Information Systems, computer science, or a related field.

AND

**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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