Assistant Director, Southern Foodways Alliance

Definition of Class
This is a professional position in which the incumbent manages the daily operations and fiscal affairs of the Southern Foodways Alliance (SFA), an institute affiliated with the Center for the Study of Southern Culture. The incumbent coordinates the institute’s programming, publishing, editing, etc.; develops content for web site; assists with fundraising efforts; and oversees the fiscal management of the institute. Incumbent makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Coordinates on and off campus symposiums, field trips, day camps, and other events for the Southern Foodways Alliance by surveying off campus venues, making all needed reservations, creating programs, coordinating publicity and advertising of event, coordinating events staff/volunteers, managing event budget, etc.

Creates evaluation and measurement tools to assess programming. Performs assessment of programming.

Assists in researching possible funding sources and raising funds for institute programming.

Responds to requests and serves as the institute’s communications officer for alliance members, public, and the press.

Oversees the fiscal management of the institute. Makes recommendations in support of budget requests and manages the approved budgets to ensure that expenditures are within proper categories and available funds. Resolves discrepancies with appropriate administrative personnel.

Creates budgets and forecasts trends for institute expenses and special projects.

Develops content for institute web site and serves as liaison with web developer and graphic designer.

Coordinates the development and distribution of newsletters, brochures, and other marketing materials.

 Represents the Southern Foodways Alliance at various conferences, lectures, and other events.

Supervises, trains, and coordinates tasks for assigned support staff and/or student workers.

Fulfills the duties and responsibilities of the Director in his/her absence.

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. Manages the daily operations and fiscal affairs of institute.

2. Coordinates on and off campus events for the institute.

3. Serves as managing editor for various institute communications.
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 sit.

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 Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 07/20/15

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.