Assistant Director for Ole Miss Women’s Council

Definition of Class
This is a professional position in which the incumbent frequently exercises discretion and independent judgment in planning, coordinating, and directing the daily activities of the Ole Miss Women’s Council in order to achieve annual goals. Incumbent identifies, cultivates, and solicits prospective donors and coordinates the marketing and communications efforts of the council. The incumbent assists in developing and implementing strategic goals.

Examples of Work Performed
Plans, coordinates, and directs the daily activities of the Ole Miss Women’s Council.

Assists in developing and implementing strategic goals.

Coordinates communications, meetings, and other organized events of the council.

Oversees the marketing and communications efforts of the council; including press releases, national publications, and council website.

Develops and coordinates budgets for a variety of council programs.

Identifies, cultivates, and maintains professional relationships with donors and maintains communication through personal contact and written correspondence to ensure the support of the council and sponsored scholarships.

Works in conjunction with University Foundation, Alumni Affairs, and University Relations staff to achieve goals.

Prepares and analyzes various reports.

Assists in the management of the Leadership-Mentorship Program by assisting with mentorship selection, mentor advisement, and event coordination.

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. Plans, coordinates, and directs the daily activities of the Ole Miss Women’s Council.

2. Develops and maintains professional relationships with donors to ensure support of council sponsored scholarships and success of program.

3. Develops program budgets.

4. Prepares and analyzes various reports.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon
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 periodically required to talk and hear. The incumbent is occasionally required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university in a related field.

  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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