Clinical Programs Manager

**Definition of Class**
This is a supervisory position in which the incumbent performs duties associated with the administration and financial oversight for all the Clinical Programs within the Law School. This position is responsible for design, development, and implementation of administrative and financial systems. This incumbent will exercise discretion and independent judgment. This position reports to the Associate Dean of Clinical Programs.

**Examples of Work Performed**
Oversees departmental operation and supervises administrative staff which includes developing and implementing strategic office and law firm policies and procedures.

Ensures compliance with Programs, Law School, and University policies and procedures.

Achieves and maintains a high level of professional development by attending clinical administrator conferences.

Educates Clinic Directors and Clinical Program staff regarding best practices in clinical administration.

Supervises administrative staff’s daily work. Works with the Associate Dean to establish new positions and hires, trains, and prepares evaluations.

Serves as a liaison to other law school administrators, external agencies, and other University Departments.

Provides oversight and development of all departmental budgets.

Records and totals requisition amounts in order to maintain a balance of all expenditures.

Designs financial files; prepares quarterly and year-end financial statements and reports.

Monitors and approves departmental purchases; monitors all departmental balances on accounts.

Develops, manages, and implements marketing strategies and plans.

Communicates with the Bar association, alumni, and other external entities.

Oversees the creation and production of all marketing materials: brochures, donor letters, posters, and invitations.

Oversees all social media and websites, including design, content, and upkeep.

Develops, manage, implements fundraising for department.

Oversees development and maintenance of donor database, manage alumni outreach, stewardship of donations.

Design and implement fundraising campaigns, goals, and objectives.

Oversee all events for fundraising.

Maintains a relationship with the University community, regional partnerships, as well as relationship development with potential interest organizations outside of the university.
Administrates student relations, contract workers, interns, and law clerks.

Hires and trains interns and coordinates internship programs.

Coordinates orientation, outreach, marketing, and education of potential students including open houses and informational meetings.

Executes student registration, enrollment, and evaluations.

Oversees grant management which includes identification and proposal development; reporting, tracking and distributions of funds and balances.

Designs a filing system for case files, and implements best practices in case management. Maintenance of filing systems.

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. Oversees departmental operation and supervises administrative staff.
2. Provides oversight and development of all departmental budgets.
3. Develop, manage, and implement marketing and fundraising for the department.
4. Administer student relations, contract workers, interns, and law clerks.
5. Oversees grant management and case files.

**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 sit and talk and hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor's Degree from an accredited college or university.

AND
Experience:
Three (3) 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. 05/06/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/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.