JOB DESCRIPTION

Assistant Director-Student Media

**Definition of Class**
This is a supervisory position in which the incumbent oversees the daily business operations of the Student Media Center. Incumbent is responsible for overseeing revenue generating activities, managing the business operations for broadcast and digital media, and supervising the Advertising Manager, Media Technology Manager and Chief Engineer. The incumbent exercises discretion and independent judgment. Incumbent reports directly to the Director of Student Media.

**Examples of Work Performed**
Serves as a professional staff adviser/manager for Rebel Radio.

Ensures compliance with FCC rules and regulations by reviewing operating logs and licenses and updating files. Trains students to follow FCC rules and regulations.

Assists in the preparation of functional area budgets.

Supervises Advertising Manager, Media Technology Manager and Chief Engineer.

Oversees revenue generation activities of the department regarding broadcast and digital advertising. Anticipates, understands, and leads efforts to keep department financially solvent.

Develops and maintains relationships to seek and secure partnerships, support, and further funding opportunities.

Leads and trains staff and students in significant changes in advertising/new revenue efforts, as well as, ensures that advertising sales goals are met.

Prepares fiscal reports to include sales, commission reports, income and expenditure reports, and annual summary reports.

Assists with payroll activities for the center; supervises and approves commission payments.

Supervises daily and recurring accounting functions.

Performs related or similar duties as required or assigned. Assists the Director and other professional staff as needed.

Teaches three classes per year in Sales, Broadcast or Multimedia.

**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 the daily business operations of the Student Media Center. Assists with the strategic planning and evaluation of the Student Media Center.

2. Oversees revenue generation activities of the department regarding broadcast and digital advertising.

3. Assists in the preparation of annual reports and budget.

4. Supervises the Advertising Manager, Media Technology Manager and Chief Engineer.
5. Teaches three classes per year in Sales, Broadcast or Multimedia.

6. Serves as the Director in his/her absence.

**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 and color 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 objects, tools, or controls. The incumbent is periodically required to reach with hands and arms; stand; walk; climb or balance; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit.

**Experience/Educational Requirements:**

- **Education:** Master’s degree in related field 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/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA 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.*