JOB DESCRIPTION

Creative Services Manager

**Definition of Class**
This is a supervisory position in which the incumbent supervises and coordinates the creative and technical production of all news and information including newspaper, radio, TV, yearbook, and on-line media. The incumbent is responsible for designing products, hiring and directing student staff during the performance of assigned duties and responsibilities.

**Examples of Work Performed**
Supervises and coordinates the activities of student members involved in the production of media for all areas of student media.

Designs ads and creates page layouts for all of student media.

Serves as the liaison to the Daily Mississippian printing company.

Trains students in organizational skills, media design fundamentals, production, work delegation, and ethics.

Works in cooperation with the director and other managers in assessing and monitoring advertising sales, deadlines and media production.

Assists in the monitoring of the operation and use of the departmental computer systems.

Assists in the development/creation of proprietary and software for all media.

Trains professional staff and student staff in the use of computer system.

Conducts workshops and teaches or co-teaches design classes in the School of Journalism and New Media.

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. Supervises, trains, and coordinates the activities of creative and technical staff.
2. Assesses and oversees daily functions as they relate to media production.
3. Assists in maintaining and monitoring the use of the departmental computer system.
4. Advises, oversees and assesses employee (professional and student) media production.
5. Serves as production adviser for the yearbook.
6. Produces marketing materials for student media.
7. Creates spec ads to stimulate sales.
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 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 sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

  Education:
  Bachelor's Degree in Journalism, Communications, Art, or Design from an accredited four-year 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.

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