Definition of Class
This is a non-supervisory position in which the incumbent is responsible for planning, coordinating and executing various programs for the College of Liberal Arts. The incumbent coordinates with and serves as liaison between academic departments and Brand Marketing to promote events and to raise public awareness of the College via written and electronic media and serves as the College’s grant writer. The incumbent reports to the Associate Dean.

Examples of Work Performed
Coordinates and participates in assigned programs to include planning, development, implementation, and evaluation.

Coordinates efforts and serves as liaison between academic departments and Brand Marketing to ensure feature stories, news releases, promotional events, and other newsworthy information is prepared and communicated via written and electronic media within standards as set forth by the College and by assigned deadlines.

Coordinates and edits the College’s newsletter.

Collaborates with Brand Marketing to create brochures, posters, and multi-media pieces.

Collects data and prepares reports for use in strategic planning.

Serves as a liaison to internal and external constituents.

Researches grant opportunities; conducts studies to determine program needs; and identifies sources of local, state, and federal funds. Seeks grants through various sources, to include but not limited to publications, websites, and list serves.

Assists in developing and implementing grant writing procedures.

Reviews, writes, and edits grant proposals.

Coordinates efforts to ensure proper distribution of academic scholarships. Collects, organizes, maintains, and tracks data. Prepares reports for analysis to ensure monies are distributed in accordance with University, state, and federal law.

Performs related or similar duties as required or assigned.

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. Coordinates and participates in the planning, development, implementation and evaluation of programs.

2. Collects and analyzes data and prepares reports.

3. Manages the coordination of marketing information and materials with Brand Marketing.
4. Researches contract and grant opportunities. Reviews, writes, and edits grant proposals.

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

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from a four-year accredited 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.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/IDEA 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.