Definition of Class
The incumbent in this position performs administrative and professional duties associated with the production, promotion, management, distribution, circulation, and accounting functions for the Center publications. The incumbent exercises discretion and independent judgment. Incumbent is under the general supervision of the Publications Editor.

Examples of Work Performed
Develops and maintains rosters of regular and potential domestic and international distributors for Center publications.

Manages subscription services and databases for Center publications. Ensures that subscriptions to Center publications are properly serviced. Oversees data entry of new and renewal subscriptions, mailing of renewal notices, and printing of mailing labels for publications.

Calculates print quantities required to meet distribution needs for publications. Provides all shipping and mailing instructions to contracted mailer.

Manages inventory and delivery of ancillary products related to Center publications. Coordinates production and printing of all peripheral material relating to Center publications, including insert cards, renewal notices, invoice forms.

Determines marketing budgets for Center publications based on strategic planning. Prepares statistical reports and analyses reflecting operations of Center publications, setting forth progress, adverse trends, and appropriate recommendations for action.

Plans, develops, and implements various publicity campaigns or programs intended to enhance the Center’s publications. Coordinates publication visibility during special events to ensure proper representation and exposure.

Manages all general administrative activities of the publications office, including clerical and physical plant management. Responsible for alarms, supplies, office equipment (including copier, fax, and computers), telephone, and all physical plant related issues.

Oversees and assists in the advertising sales functions for Living Blues magazine: works with independent contractor or performs advertising sales duties; and assists in tasks including scheduling, establishing rates, billing and accounting for advertising sales, collecting revenue, contracting with independent collection agencies as needed, and tracking advertising sales performance. Manages and performs advertising sales for all other sales functions of Center publications.

Manages accounting functions associated with Center publications, including cash reports, deposits, receipts, billing, and bids for services.

Supervises and trains subordinate staff, including graduate assistants and student workers.

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. Manages subscriptions, administrative activities, accounting functions, and the publications distribution process for publications.
2. Markets publications to distributors and individuals.
3. Supervises and trains subordinate staff.
4. Manages, develops, and maintains computer systems for subscription and distributor databases.
5. Provides customer service.

**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 70 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 reach with hands and arms. The incumbent is periodically required to talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; and lift or carry.

**Experience/Educational Requirements**:

- **Education**: Bachelor’s Degree from an accredited four-year college or university in Business, Humanities, or a related field.
- **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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