Definition of Class
This is a professional position in which the incumbent gathers information, performs analysis, develops programs and supports projects and programs influencing the university’s strategic planning and implementation of strategic initiatives. Incumbent exercises independent judgment and a high degree of discretionary judgment in providing project support. Position reports to the Director of Strategic Planning.

Examples of Work Performed
Designs and oversees data retrieval procedures for data collection; performs analyses on data collected; presents findings and makes recommendations.

Researches background information of best practices in implementation of strategic planning initiatives.

Prepares reports and develops briefs to support discussion and tasks involved in the strategic planning process.

Analyses and interprets data gathered to support the strategic planning process and to evaluate initiatives.

 Recommends revisions to plans and initiatives to improve effectiveness.

Provides information to council members, schools and departments regarding strategic planning activities and progress.

Assists groups by facilitating the process of soliciting and gathering information.

Identifies ways that central efforts or data can help to facilitate or implement strategic planning initiatives.

Analyzes school, department, and program or course data to identify strategic opportunities.

Identifies appropriate data sources and interprets data surrounding progress in strategic initiatives.

Works with the Offices of Institutional Research and Information Technology to develop, modify, and maintain data interface systems utilizing technology.

Gathers information internally and externally to identify issues that are relevant to our institution and reports such information to appropriate individuals as to encourage improvements.

Analyzes issues facing higher education that affect academic performance and success in strategic areas.

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. Facilitates efforts of the Strategic Planning Council and the Office of Strategic Planning.
2. Supports working groups within the University schools, departments and programs to identify strategic priorities.

3. Coordinates the development of processes surrounding unit-level strategic planning.

4. Evaluates strategic interventions, initiatives and programs; and recommends revisions to improve effectiveness.

**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; 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:** 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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