Definition of Class
This is a non-supervisory position in which the incumbent is responsible for coordinating activities and consultants for professional development workshops for school districts. Reports to the Director of the Writing Project.

Examples of Work Performed
Coordinates with school district superintendents, principals, and curriculum coordinators and assesses the need for professional development workshops.

Assists with the selection of teacher consultants to facilitate workshops and coordinates with consultants to develop workshop curriculum that meets the needs of individual school districts.

Maintains invoicing for school districts and provides appropriate documentation for payment of teacher consultants.

Contacts, plans and provides follow-up for consultants with school districts.

Collects and analyzes demographic data and prepares reports for use by the Director and the Writing Thinking Institute.

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 with school district personnel and teacher consultants to provide professional development workshops for school districts.

2. Maintains invoicing of school districts and payment of consultants.

3. Collects and analyzes demographic data and prepares reports.

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 10 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. The incumbent is regularly required to use hands to finger, handle, or feel. Incumbent is occasionally required to stand; walk; and reach with hands and arms.

Experience/Educational Requirements:

  Education:
  Bachelor’s degree in English, Education or a related field from a college or university.

  AND

  Experience:
  Two (2) years of experience related to 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 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.