JOB DESCRIPTION

Project Coordinator - Mississippi Building Blocks

Definition of Class
This is a professional administrative position designed to support the development and maintenance of the Mississippi Building Blocks project. The Coordinator will conduct administrative, personnel, and general business operations for the project while exercising independent judgment and a high degree of discretionary authority. The incumbent supervises subordinate staff and works under limited supervision.

Examples of Work Performed
Schedules and coordinates the daily events of Mentors in an effort to meet monthly objectives of MBB project.

Provides leadership and guidance to Early Childhood Mentors and Business Advisors.

Purchases materials for day care centers based on items identified during needs assessments.

Organizes parent meetings and implements the parent program for childcare centers.

Coordinates Childhood Development Assistance program scholarships and online coursework for childcare center teachers.

Creates promotional materials for marketing the MBB project and participates in presentations regarding the MBB project to outside constituents.

Develops childcare curriculum, based on MMB program data collected, to promote childcare best practices.

Presents training components related to mentors and on-site intervention.

Collects and compiles data regarding MMB project and disseminates to outside constituents.

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. Assists the Executive Director with administrative details of the MBB Project.

2. Oversees daily operations of MBB Project.

3. Assists the Executive Director with development of training components.

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 in Early Childhood Education or closely related field, from an accredited college or university.

AND

**Experience:**
Three years experience in both classroom experience teaching children under the age of five and education administration.

**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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