Project Coordinator - Luckyday Scholarship Programs

Definition of Class
This is a supervisory position in which the incumbent supervises subordinate staff and works under limited supervision. Incumbent coordinates the daily operations of the Luckyday Scholarship Programs and provides support to the Assistant Director of Luckyday Scholarship Programs. Incumbent exercises independent judgment and a high degree of discretionary authority. Incumbent is under the supervision of the Assistant Director of Luckyday Scholarship Programs.

Examples of Work Performed
Corresponds with high school counselors to promote the Luckyday Scholarship Program, Luckyday Success Program and the University of Mississippi.

Creates and develops promotional materials for Luckyday Scholarship Program, Luckyday Success Program and Annual Luckday Retreat.

Manages and updates the Luckyday Success Program website.

Travels to and participates in recruiting events sponsored by the Office of Orientation and Enrollment Services.

Serves on various University of Mississippi committees and networks with departments to promote Luckyday Success Program.

Maintains communication with the Office of Financial Aid throughout the Luckyday Scholarship application process

Corresponds with newly awarded Luckyday Scholarship recipients regarding awarding, verification and financial need assessment.

Meets with Luckyday scholars who are struggling with scholarship requirements and academic expectations.

Advises students in time management, study skills and other areas that promote student success and retention.

Develops student programs in an effort to address areas of academic success, citizenship, and retention.

Communicates with parents on a regular basis regarding performance of Luckyday scholars.

Assists in coordination of the seven-day, Annual Luckyday Retreat event, through participation in creating the schedule and activities, as well as training the staff on expectation and duties for the retreat.

Manages work schedules and provides training for graduate assistants and peer leaders who work in the department.

Provides supervision at programming activities on and off-campus.

Attends related meetings and conferences.

May be required to teach courses.

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. Coordinates the daily activities of the Luckyday Scholarship Program.
2. Serves as liaison to students, parents, counselors and schools.
3. Manages the selection process of Luckyday Scholarship awarding.
4. Conducts individual leadership and academic training with Luckyday scholars.
5. Assists in the implementation of the seven-day, Annual Luckyday Retreat event

**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:**
  Master’s Degree from an accredited college or university.

- **Experience:**
  Two (2) years of experience related to the above described duties.

**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