JOB DESCRIPTION

Coordinator of Outreach

**Definition of Class**
This is a supervisory position in which the incumbent frequently exercises discretion and independent judgment while overseeing the provision of outreach and programming and services for students and the university community. The incumbent in this position works closely with the University Counseling Center, serving as a liaison with the university community.

**Examples of Work Performed**
Plans, develops, and implements outreach programming and services to promote the well being of the university community.

Supervises the provision and marketing of outreach services, and serves as a liaison for the University Counseling Center with the rest of the campus, community, and state.

Serves as an information resource for students and the university community; maintains resources and educational materials in the area of psychological and developmental health; solicits and identifies relevant sources of information, requests the purchase of educational materials, organizes the display of materials; and coordinates and participates in the creation of a bi-annual newsletter.

Provides supervision and training to assigned individuals.

Provides counseling services.

Serves on the Crisis Intervention team, dealing specifically with emotional or psychological issues.

Develops and implements needs’ assessments for high-risk populations on campus in order to plan and implement outreach to these populations and to promote student retention.

Plans, develops, and implements various outreach programs intended to enhance student’s psychological and developmental advancement, and intended to promote retention.

Conducts research on topical areas in order to develop outreach to student groups and the university community.

Serves as a presenter and facilitates some of these outreach programs.

Implements and oversees outreach program assessment activities.

Oversees and advises the activities of the Peer Educators program.

Communicates with University Counseling Center Director and other University campus professionals in effort to develop strategies for meeting the psychological and developmental needs of students and the university community.

Oversees the associated activities of the Bessie S. Speed Center for Alcohol and Drug Education, to include fiscal issues, marketing activities, training efforts, grant writing, and pursuit of alternate forms of funding.

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. Supervises the provision of outreach programming and services intended to promote and enhance students’ psychological and developmental advancement at the University.

2. Supervises the provision and marketing of outreach services, and serves as a liaison for the University Counseling Center with the rest of the campus, community, and state.

3. Oversees the associated activities of the Bessie S. Speed Center for Alcohol and Drug Education, to include fiscal issues, marketing activities, training efforts, grant writing, and pursuit of alternate forms of funding. Pursues grants and other alternate forms of funding for the outreach services and programs.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SME) 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 occasionally required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:** Master’s Degree in Counseling, Higher Education, Social Work or related field from a college or university
  
  **AND**

- **Experience:** One (1) year of experience related to the above described duties.

- **Licensure:** Incumbent must be licensed or licensed eligible in the state of Mississippi.

**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 of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.*

*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*