JOB DESCRIPTION

Project Coordinator-Liberal Arts

Definition of Class
This is a supervisory position in which the incumbent manages the daily activities of the Dean’s Office, oversees the creation, implementation, and completion of various projects and events, and serves as a liaison for the Dean’s Office. The incumbent exercises discretion and independent judgment with regard to coordinating projects, supervising subordinate staff, and determining best practices and streamlining processes within the Dean’s Office. Reports to the Dean of Liberal Arts.

Examples of Work Performed
Provides administrative support to the planning, implementation, completion, and assessment of the school’s long range planning goals.

Supervises professional and support staff within the Dean’s Office.

Determines standard operating procedures and coordinates workflow within the Dean’s Office.

Serves as a liaison between the Dean’s Office and the departments within the school.

Compiles and analyzes various reports.

Assists in financial planning and analysis.

Composes and edits letters, articles, statements, brochures, newsletters, and reports for the Dean.

Oversees the creation, implementation, and completion of various projects and events as assigned.

Ensures required internal/external reports, activities, and commitments are completed and deadlines are met.

Keeps the Dean updated and appraised of matters concerning school activities.

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. Assists in financial planning and the planning, implementation, and assessment of the school’s long range goals.

2. Manages the daily activities of the Dean’s Office.

3. Oversees the creation, implementation, and completion of assigned projects and events.

4. Serves as liaison for the Dean’s Office.

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 Human Resources Department 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 regularly required to talk or hear. The incumbent is frequently required to sit; stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

**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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