JOB DESCRIPTION
Assistant Director McLean Institute

Definition of Class
This is a professional position in which the incumbent assists in directing the daily operations of the McLean Institute. The incumbent provides supervision and guidance to staff; directs activities, programs, and projects; creates and implements departmental policies, objectives and strategic goals; coordinates assessment processes; serves as a professional liaison to external agencies and administrative departments, and is responsible for building collaborative relationships supporting project activities. Incumbent frequently makes decisions by exercising discretion and independent judgment, works under the general supervision of the Director and serves as the Director in his/her absence.

Examples of Work Performed
Plans, develops, and executes programs, projects, and other tasks in support of the department’s operational goals and needs.

- Supervises efficient operation of the office in meeting external party needs.
- Participates in strategic planning and develops office procedures to efficiently manage departmental operations.
- Provides supervision and guidance to supporting staff.
- Coordinates and trains UM student scholars and volunteers in their service and community engagement work.
- Maintains UM scholarship award oversight for McLean’s Student Scholars and volunteers.
- Develops departmental objectives and coordinates annual assessment plans.
- Coordinates grant initiatives. Participates in the planning and development of contracts and grants. Recommends and negotiates contracts. Develops budgets for proposal.
- Represents the department at community meetings, workshops, and conferences.
- Researches availability of potential funding sources.
- Oversees grant development, submission, and performance of requirements as mandated by the grant.
- Recommends and negotiates contracts.
- Serves as liaison to external agencies and administrative departments to conduct business and resolve problems.
- Facilitates communication and networking among project participants and external entities. Develops and nurtures relationships with community partners.
- Oversees budget operations for assigned projects and programs.
- May be required to travel to various off-campus locations including business and industry sites.
- Attends related meetings and conferences.
- Ensures compliance with University policy and procedures.
- 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. Plans, develops and implements project activities.
2. Develops and implements department policies, procedures, goals and objectives.
3. Serves as liaison with outside agencies and the University’s administrative departments.
4. Develops and reviews reports/proposals. Prepares and negotiates contracts.
5. Serves as the Director in his/her absence.

**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 from an accredited college or university.
- **Experience:** Three (3) 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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