Coordinator – Sally McDonnell Barksdale Honors College (SMBHC)

Definition of Class
This is professional position in which the incumbent exercises discretion and independent judgment in coordinating and managing SMBHC events and student activities. Incumbent supervises clerical support staff and student workers and assists with routine administrative functions. Position reports directly to the Dean.

Examples of Work Performed
Coordinates SMBHC events to include luncheons, invited speakers, faculty development, Student Senate activities and SMBHC graduation ceremonies.

Manages SMBHC student activities to include Freshman Retreats, Freshman Ventures, Sophomore Service, Junior Quest, and Senior Capstone trips.

Maintains database of SMBHC University Scholar and Honors Programs alumni and coordinates bi-annual newsletter to alumni.

Develops, coordinates and promotes communication with alumni of the Honors Programs and SMBHC.

Maintains SMBHC website to reflect current events and information and produces the weekly SMBHC newsletter.

Troubleshoots and resolves non-academic problems/complaints from faculty, staff, students and the general public.

Supervises, trains, and coordinates tasks for assigned support staff and student workers.

Coordinates the formation of search committees with the appropriate Associate Dean.

Supervises building maintenance and oversees completion of services to maintain physical condition of the SMBHC building.

Determines and arranges for best use of SMBHC resources in supporting non-academic activities.

Assists the Dean with calendar maintenance, data compilation, report preparation and travel arrangements.

Coordinates workflow and standard operating procedures and participates in the routine administrative functions.

Handles accounts payable functions for SMBHC.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Manages SMBHC events and student activities.

2. Develops, coordinates and promotes communication with alumni of the Honors Programs and SMBHC.
3. Coordinates and participates in routine administrative functions.

4. Ensures that department complies with federal, state and University statutes, policies, and procedures.

**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 Resource 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 sit. The incumbent is occasionally required to stand; use hands to finger, handle or feel objects; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s Degree from 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 Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/13/2015

*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.*