JOB DESCRIPTION

Coordinator-Ole Miss Women’s Council Scholarship Program

Definition of Class
This is a professional position in which the incumbent oversees the daily operations of the Ole Miss Women’s Council Scholarship, Leadership and Mentorship Programs. Incumbent exercises discretion and independent judgment in coordinating and managing the program’s events, administrative functions and activities. Incumbent will report to the Associate Director of University Development.

Examples of Work Performed
Oversees scholar activities by monitoring grades for program requirements.

Serves as a liaison to students and council members.

Supervises all operational support including mailings, creating/printing agendas, booklets, and name tags.

Updates donors about the recipient’s progress in the program.

Serves on the scholarship selection committee.

Plans and coordinates events which include council meetings, Rose Garden ceremonies, Rose Society events, Legacy Award events, executive committee meetings and additional ad hoc committees or fundraising activities.

Participates in recruiting and retention of Rose Society memberships.

Develops and implements a communication plan through social media, website updates, and printed and electronic publications.

Creates and maintains an annual budget which includes reconciling purchase requisitions and monthly reporting.

Supervises activities of support staff and graduate assistants.

Ensures students thank their donors through written notes and other contact.

Coordinates and provides supervision for an annual scholar trip.

Attends related meetings and conferences.

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. Oversees the daily activities of the Ole Miss Women’s Council Scholarship, Leadership and Mentorship Programs.

2. Serves as liaison to students and council members.

3. Creates and maintains the annual budget which includes reconciling purchase requisitions and monthly reporting.
4. Develops and implements a communication plan through social media, website updates, and printed and electronic publications.

5. Plans and coordinates events for the Ole Miss Women’s Council Scholarship Program.

**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.

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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