POSITION DESCRIPTION

Coordinator of Corporate Relations

Definition of Class
This is a professional position in which the incumbent coordinates career planning for MBA students with Career Center personnel and develops relationships with external constituencies for fund raising and executive speaker recruitment while frequently exercising discretion and independent judgment.

Examples of Work Performed
Designs and implements a plan for all internship and career placement aspects of the MBA program in coordination with personnel in the Career Center.

Builds and maintains productive relationships with corporations and small business owners throughout the world to market MBA students to prospective employers, to obtain funding from corporate foundations, and to solicit interactions between executives and the institution for speaking engagements.

Networks with other placement offices and professional associations to remain knowledgeable of job markets and placement needs to include attending staff meetings, conferences, and continuing education opportunities related to the placement function.

Networks with the advancement function of the University to design and implement plans to obtain funding for students and programs from corporations and from corporate foundations.

Directs the gathering and updating of employment information for MBA students as required by accrediting standards and prepares report of outcomes.

Designs and implements a plan for assessing the effectiveness of MBA student work during internships and starting career to describe the satisfaction of employers.

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. Coordinates, with Career Center staff, internship placement, career placement, career planning, and career counseling for MBA students and assists with contacts for undergraduate business students.

2. Designs and implements procedures for increasing relationships with corporations and small business owners for the purpose of placement, fund raising, and an increased pool of potential speakers.


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 50 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 periodically required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and use hands to finger, handle, or feel.

**Experience/Educational Requirements:**

**Education:**
Master’s Degree in Business Administration or a related field from an accredited college or university.

AND

**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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