JOB DESCRIPTION
Coordinator of Student Affairs Programs

Definition of Class
This is a professional position in which the incumbent coordinates, promotes, and evaluates assigned programs within the Student Affairs Division. The incumbent serves as liaison to students, parents, university departments, and external contacts as it relates to assigned programs. The incumbent frequently makes decisions by exercising discretion and independent judgment and reports directly to department Director or area Manager.

Examples of Work Performed
Develops, coordinates, promotes, and evaluates assigned programs and projects, such as: awards banquets, council retreats, Greek publications, educational programming, Greek Programming Board, G.A.M.M.A., etc.

Monitors program budgets and determines appropriate use of funds.

Coordinates the selection, training, and development of student leaders.

Works and advises with IFC, Panhellenic, and NPHC.

Coordinates the publication of print and on-line newsletters, brochures, social media, advertisements, handbooks, and other informational materials.

Creates and maintains website and database. Ensures accuracy of information.

Serves as liaison to students, parents, university departments, and external contacts as it relates to assigned programs.

Creates and maintains relationships with internal and external personnel to provide and ensure continued support for programs.

Oversees communication efforts and responds to questions/concerns.

Assists in establishing and implementing short- and long-term goals, objectives, policies, and procedures supporting both program and department success.

Represents the department and university on various committees, boards, and associations.

May serve as the director in his/her absence.

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. Develops, coordinates, promotes, and evaluates assigned programs and projects.

2. Oversees communication efforts and responds to questions/concerns.
3. Assists in the development, implementation, and assessment of departmental goals, objectives, 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 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 assist in lifting 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 use hands to finger, handle, or feel; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is regularly required to stand; walk; and sit. Incumbent occasionally is required to climb or balance; and run.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university.

  AND

- **Experience:** Six (6) months 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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