Definition of Class
The incumbent of this position assists in implementing the mentor programming for the Leadership-Mentorship Collaborative program. The incumbent conducts one-on-one mentoring sessions, assists in coordinating various program events, and represents the program to the university community while exercising independent judgment and a high degree of discretionary authority.

Examples of Work Performed
Assists in implementing the mentor programming of the Leadership-Mentorship Collaborative program.

Leads one-on-one mentoring sessions with assigned student scholars.

Assists in the planning and coordinating of regular red plate dinners, retreats, field trips, and other events for program.

Coordinates the nomination process for the Ole Miss Women’s Council and Ole Miss First scholars. Implements applicant screening process and schedules applicant interviews.

Serves on scholar selection committees.

Solicits and assigns volunteer career, life, and leadership mentors for each student scholar.

Makes recommendations regarding serious issues with scholars; possible actions including probation or terminating the scholarship.

Assists in the selection and supervision of graduate students who will lead mentoring cluster groups for Ole Miss First and Lott Institute scholars.

Assists in the development and implementation of collaborative program events for Ole Miss Women’s Council, Ole Miss First, and Lott Institute scholars.

Represents the Leadership-Mentorship Collaborative program to the university community by serving on various committees and working with advisors, mentors, professors, and parents regarding a diversity of issues and/or concerns.

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. Conducts one-on-one mentoring sessions with assigned student scholars.

2. Assists in coordinating red plate dinners, retreats, field trips, and other events for the Leadership-Mentorship Collaborative program.

3. Represents the Leadership-Mentorship Collaborative program to the university community.

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 in psychology, counseling, or a related field from an accredited 4-year university or college.

  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.

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