JOB DESCRIPTION

Assistant Director for Alumni Communications

Definition of Class
This is a supervisory position in which the incumbent is responsible for quality design, content, editing, and coordinating the publication of all Alumni communications and story assignments, which includes magazines, brochures, reports, and other related materials. Incumbent designs, develops, and maintains web sites. The incumbent also coordinates the efforts of support staff, administration or professional employees including writers, photographers, artists, and student interns. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Designs and coordinates the publication of magazines, fliers, brochures, reports, newsletters, invitations, and related materials. Develops content- both copy and design.

Initiates and writes feature articles, informational items, and news releases.

Manages advertising program, which includes determining rates and designing ads.

Edits, coordinates, assigns, and incorporates the work of other writers, photographers, and artists.

Maintains the Alumni Association website.

Acts as liaison with University.

Assists and/or develops Alumni Chapter Clubs individual web sites.

Advises staff on web issues and advances in technologies. Manages information content for web site. Attracts visitors to web site with updated and interesting content.

Defines specifications and contract details for various bids.

Coordinates the work of other staff members participating in the production of assigned publications; proofs and edits work of staff members and student assistants.

Maintains contact with printers and typesetters and coordinates the printing of assigned publications.

Maintains contact with students, faculty, staff, and alumni to gather relevant information to include in publications.

Establishes relationship with University News Service.

Takes photos or assigns projects to photographers or artists as needed.

Prepares special reports for administrative utilization.

Represents the Alumni Association and University at programs and events.

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. Writes, edits, and coordinates the publication of magazines, fliers, brochures, reports, newsletters and other related materials.
2. Coordinates the work of staff members and other writers, photographers and artists into the production of publications.

3. Promotes and sells advertising.

4. Prepares reports for administrative utilization.

**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 100 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; and use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to talk or hear. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in Journalism or a related field from an accredited four-year 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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