JOB DESCRIPTION

Project Manager – Alumni Affairs

Definition of Class
This is a professional position in which the incumbent is responsible for managing department activities, programs, and projects. The incumbent assists in the development and administration of departmental objectives and strategic goals. Incumbent serves as a liaison to faculty, staff, alumni groups and external constituents, and builds collaborative relationships supporting project activities. Incumbent frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Plans, develops, and executes programs, projects, and other tasks in support of the department’s operational goals and needs.

Assists in the development of departmental objectives and goals.

Ensures compliance with policies and procedures; participates in office planning; and supervises efficient operation of the office in meeting external party needs. Develops office procedures to efficiently manage departmental operations.

 Participates in the planning and development of contracts. Recommends and negotiates contracts.

Serves as professional resource to faculty, staff, alumni groups.

Serves as liaison to external entities and other administrative departments to conduct business and resolve problems.

Facilitates communication and networking among project participants and external entities.

 Monitors expenses related to programs and secures necessary equipment and supplies.

Builds and maintains collaborative relationships with external constituents.

Supervises, trains, and coordinates the activities of subordinate staff.

Travels to various off-campus locations to facilitate related programs, 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. Plans, develops, and implements projects and program activities.

2. Assists in the creation and implementation of department policies, procedures, goals and objectives. Ensures compliance with University policy and procedures.

3. Serves as liaison with outside agencies and the University’s administrative departments. Builds and maintains collaborative relationships to support project activities.
4. Develops and reviews reports/proposals. Prepares and negotiates contracts.

**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:** 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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