Executive Assistant to the Vice Chancellor and Media Coordinator

Definition of Class
This is a professional position in which the incumbent serves as the primary media contact and spokesperson for the University of Mississippi. The incumbent is responsible for coordinating the strategic planning efforts toward the development of the School of Journalism, identifying and cultivating potential donors, and developing all fundraising materials in support of the Journalism Campaign. This position reports directly to the Vice Chancellor for University Relations.

Examples of Work Performed
Serves as the primary spokesperson for the University of Mississippi with all media outlets.

Develops media contacts with new outlets.

Coordinates with University Relations and Department of Journalism on the development of communication tools.

Serves as contact for media relations during preparation and conclusion of Presidential Debate.

Assists with the strategic planning efforts toward the development of the School of Journalism.

Works with University departments to identify and cultivate donors for the Journalism Campaign.

Plans and oversees the development of publications and fund raising materials for the Journalism Campaign.

Cultivates relationships by phone, visits, mailings, and direct contact.

Coordinates the follow up with stewardship plan after gifts are made.

May be required to teach college courses in Journalism, as required or assigned.

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. Serves as the primary spokesperson for the University of Mississippi with all media outlets.

2. Coordinates the strategic planning efforts toward the development of the School of Journalism.

3. Identifies and cultivates donors for the Journalism Campaign.

4. Develops all informational publications and fundraising materials for the Journalism Campaign.

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:** There are no physical demands in this position.
- **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 talk and hear. The incumbent is occasionally required to stand; walk; sit; and use hands to finger, handle, or feel.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree from an accredited four-year college or university in Journalism, Communications, or a related field.

  AND

- **Experience:**
  Five (5) 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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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*