JOB DESCRIPTION

Director of Outreach Operations

**Definition of Class**
This is a supervisory position in which the incumbent is responsible for managing the daily operations of the Outreach conference center, transportation, facilities, and conference logistics. Incumbent ensures compliance with university policies and procedures, manages all fiscal affairs, and frequently makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Manages the daily operations of the Outreach conference center.

Ensures compliance with policies and procedures. Supervises efficient operation of office in meeting external party needs.

Develops office procedures to efficiently manage departmental operations.

Assists in the development of departmental objectives and goals.

Advises University departments and external clients concerning camps, conferences, and use of University facilities.

Negotiates contracts with outside agencies ensuring compliance with University procedures and regulations.

Prepares and monitors budget for Outreach Conference Center, transportation and facilities

Oversees the hiring of operations staff.

Prepares reports and analyses showing progress, adverse trends, recommendations, and conclusions.

Supervises and trains professional and support staff. Plans and schedules work assignments.

Ensures the maintenance of property control in accordance with state and University policy.

Coordinates vendor services.

Serves as primary liaison to Outreach conference center clients.

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. Manages the budget and daily operations of the Outreach Conference Center, transportation and facilities.

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 to outside vendors and Outreach conference center clients.
4. Supervises and trains professional and support staff.
5. Prepares reports and analyses showing progress, adverse trends, recommendations, and conclusions.
6. Plans, develops and manages all fiscal affairs in operations.
7. Engages in strategic planning and program assessments.

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

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university in Higher Education, Business, Hospitality Management, Public Relations or a related field.

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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