Assistant Director of Special Events

**Definition of Class**
This is a supervisory position in which the incumbent assists the Director with planning, coordinating, and implementation of special events. Work includes event set ups; management of commercial vendors; preparing and maintaining mailing lists, and overseeing the preparation and printing of invitations. The incumbent serves as Director in their absence.

**Examples of Work Performed**
Serves as Director in their absence.

Coordinates events as needed.

Performs personnel functions including, but not limited to training and assisting support staff.

Oversees the activities of support staff.

Maintains accounting records and compiles financial reports of each event. Approves payments to companies.

Represents the University in amenities in the case of death of serious illness of University employees and their immediate families and follows up with appropriate action.

Purchases items and maintains inventory of supplies, equipment, and gifts.

Coordinates and manages personnel functions associated with the submission of personnel forms.

Stays abreast of University policies and procedures relating to special 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. Supervises, trains, and coordinates the activities of support staff.

2. Assists with planning and implementing special events.

3. Serves as Director in their absence.

**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:** Requires the ability to perceive the nature of objects by the eye.
- **Near Acuity:** Clarity of vision at 20 inches or less.
- **Midrange:** Clarity of vision at distances more than 20 inches and less than 20 feet.
- **Far Acuity:** Clarity of vision at 20 feet or more.
- **Field of Vision:** Ability to observe an area up or down, left or right, while eyes are fixed on a given point.
- **Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships as to see objects where and as they actually are.
- **Color Vision:** Ability to identify colors.
- **Accommodation:** Ability to adjust focus.

- **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. The incumbent is periodically required to 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 a college or university in a related field.

- **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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