Definition of Class
This is a professional position in which the incumbent is responsible for non-credit programming. The incumbent also devises, directs, and coordinates a diverse number of complex special activities, programs and projects. Incumbent regularly exercises discretion and independent judgment.

Examples of Work Performed
Devises, directs, and coordinates seminars, workshops, institutes, and short courses.

Develops program budgets and determines appropriate use for funds.

Acts as liaison to municipal, civic, professional, educational organizations, or other interest groups.

Creates and maintains relationships with internal and external personnel to provide and ensure continued support for programs.

Counsels and advises students, faculty, business, and/or civic organizations in order to coordinate services.

Creates content for and oversees the preparation, mailing, and receipt of various printed and/or electronic project materials.

Conducts feasibility and cost studies for special academic courses.

Conducts needs analysis to determine appropriate programs to offer.

Initiates contacts with administrative and educational personnel required to undertake approved courses.

Directs and guides support personnel.

Assists in the training of staff personnel.

Reserves meeting space and arrange housing and food services for conferences, workshops, and/or summer camps.

Monitors conferences and workshops in progress and develops alternate plans for implementation in emergency situations.

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. Coordinates seminars, workshops, institutes, and short courses.

2. Develops program budgets and determines appropriate use for funds.

3. Represents programs and serves as liaison.

4. Provides publicity materials, printed brochures, programs, and media coverage for activities. Creates content for printed materials.

5. Conducts feasibility and cost studies.
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. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; and walk.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university.

AND

Experience:
Two (2) 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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